

LIQ03

Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



A67LVKAY

A22

31/05/2017

#378

COMPANIES HOUSE

1 Company details

Company number 0 3 1 1 5 2 8 6
Company name in full HAYMAN CONSTRUCTION LIMITED

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

2 Liquidator's name

Full forename(s) GILES RICHARD
Surname FRAMPTON

3 Liquidator's address

Building name/number 53
Street FORE STREET
Post town IVYBRIDGE
County/Region DEVON
Postcode P L 2 1 9 A E
Country UK

4 Liquidator's name

Full forename(s) LISA
Surname THOMAS

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

5 Liquidator's address

Building name/number 12
Street WILLIAM PRANCE ROAD
Post town PLYMOUTH
County/Region DEVON
Postcode P L 6 5 W R
Country UK

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

LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

From date	d 1	d 5	m 0	m 4	y 2	y 0	y 1	y 6
To date	d 1	d 4	m 0	m 4	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

Henrik M. Ada

X

Signature date

d 3	d 0	m 0	m 5	y 2	y 0	y 1	y 7
-----	-----	-----	-----	-----	-----	-----	-----

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 **SALLY GARDINER**

Company name **RICHARD J SMITH & CO LLP**

Address **53**

FORE STREET

Post town **IVYBRIDGE**

County/Region **DEVON**

Postcode

P	L	2	1		9	A	E
---	---	---	---	--	---	---	---

Country **UK**

DX

Telephone **01752 690101**



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

**Liquidators' Annual
Progress Report to
Creditors & Members**

**Hayman Construction Limited
- In Liquidation**

24 May 2017

HAYMAN CONSTRUCTION LIMITED - IN LIQUIDATION

CONTENTS

- 1** Introduction and Statutory Information
- 2** Progress of the Liquidation
- 3** Creditors
- 4** Liquidators' Remuneration
- 5** Creditors' Rights
- 6** Next Report

APPENDICES

- A** Receipts and Payments Account for the Period 15 April 2016 to 14 April 2017
- B** Richard J Smith & Co's Time & Disbursements Analysis for the Period 15 April 2016 to 14 April 2017
- C** Neville & Co's Time & Disbursements Analysis for the Period 15 April 2016 to 14 April 2017
- D** Additional information in relation to Liquidators' Fees, Expenses & Disbursements

HAYMAN CONSTRUCTION LIMITED - IN LIQUIDATION

1 Introduction and Statutory Information

- 1.1 I, Giles Frampton Richard J Smith & Co, 53 Fore Street, Ivybridge, Devon, PL21 9AE, was appointed as Joint Liquidator of Hayman Construction Limited (the **Company**) on 15 April 2016. Lisa Thomas of Neville & Co, 12 William Prance Road, Plymouth PL6 5WR, was also appointed Joint Liquidator on 15 April 2016. This progress report covers the period from 15 April 2016 to 14 April 2017 (**the Period**) and should be read in conjunction with any previous progress reports which have been issued.
- 1.2 The principal trading address of the Company was Whiteoaks Court, Davids Lane, Ivybridge PL21 0DW.
- 1.3 The registered office of the Company has been changed to Richard J Smith & Co, 53 Fore Street, Ivybridge, Devon, PL21 9AE and its registered number is 03115286.

2 Progress of the Liquidation

- 2.1 This section of the report provides creditors with an update on the progress made in the liquidation during the Period and an explanation of the work done by the Liquidators and their staff. Lisa Thomas was tasked with conducting the statutory investigations and reporting on the conduct of the directors. Lisa Thomas also conducted investigations into the conduct of the directors with a view to assessing if any misfeasance or antecedent transactions had occurred that might be challenged by the Liquidators. All other aspects of the liquidation have been dealt with by myself and my staff.
- 2.2 At Appendix A is my Receipts and Payments Account for the Period.

Administration (including statutory compliance & reporting)

- 2.3 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated would need to be done in this area was outlined to the creditors' committee at the initial committee meeting.
- 2.4 This work will not necessarily bring any financial benefit to creditors, but is required on every case by statute. A fee basis has not been agreed to date, and the Joint Liquidators will address this with the creditors committee in due course.

Realisation of Assets

- 2.5 The directors' Statement of Affairs recorded cash at bank of £6,016 which was realised immediately, having previously been held on a designated client account. The Statement of Affairs also listed plant and machinery with a value of £1,850, which was sold to an associated company for the full recommended amount shortly after appointment and following agent's recommendations. A VAT refund was also claimed in the sum of £8,013 but this has not been realised because HM Revenue & Customs has applied set off in respect of payments made by the Insolvency Service under the Redundancy Payments Scheme.
- 2.6 The directors' Statement of Affairs listed final accounts of £35,310 and book debts of £164,690. These sums relate to three potential debtors. To date, no realisations have been made.

HAYMAN CONSTRUCTION LIMITED - IN LIQUIDATION

- 2.7 We have received legal advice that confirms that one of the debts cannot be collected due to a substantial counter claim and the correspondence between the parties not supporting the company's claim.
- 2.8 We have also received legal advice that another debt would be uneconomical to pursue. This claim was defended robustly whilst we were assessing the merits. In light of this the liquidators instructed Bond Dickinson LLP to advise on this matter. Significant legal costs were incurred that we were obliged to pay from funds in the liquidation. The costs incurred in this respect amounted to in excess of £13,000 plus VAT but owing to a lack of available funds Bond Dickinson LLP kindly agreed that the amount payable in the liquidation would be capped at £2,348 plus disbursements of £369.20. It has subsequently been agreed that neither party will pursue the matter further, and there will be no recoveries in respect of this debt.
- 2.9 There remains one debt which is still being pursued. The contracts and correspondence is being reviewed by a specialist construction debt firm and their report is expected in due course. I do not propose to go into further details in this report for commercial reasons.

Insurance Claim

- 2.10 Creditors will recall that the company was the victim of an internet banking fraud. The company had attempted to claim under its insurance, but the claim was rejected. We have revisited this with the insurer, and eventually it was agreed that the company and the insurer would jointly instruct a barrister to review the policy and adjudicate on the matter. Unfortunately, the opinion did not favour the company and there will be no recoveries in this regard.

Terminal Loss Relief Claim

- 2.11 The company paid Corporation Tax of £31,000 in the three years prior to liquidation. Accordingly, we could make a claim for Terminal Loss Relief because the company made a substantial loss in the final trading period but we have not pursued this because it is considered likely that crown set off will apply in respect of payments made by the Redundancy Payments Service.

Hayman Homes Limited

- 2.12 Creditors will recall that the company owns 100% of the shares of Hayman Homes Limited (HHL). The sole asset of HHL was a parcel of land in Ivybridge. The land was purported to be subject to a put option in favour of the Management Company that owns the freehold properties immediately adjacent to the parcel of land. However, the put option does not appear to have been registered.
- 2.13 We have assisted the directors of HHL to dispose of the parcel of land. Our agents have confirmed that the land has limited value and it does not amount to a ransom strip. In addition, if a sale could be achieved it is doubtful that any funds would have been available to the company after accounting for agent's costs, solicitors and accountants fees and Corporation Tax. In light of this, the directors of HHL have agreed to transfer the parcel of land to the Management Company on condition that the Management Company bears the costs of doing so. The directors of HHL will now proceed to dissolve HHL. We concur with this course of action and have assisted where possible.

Creditors (claims and distributions)

- 2.14 Further information on the anticipated outcome for creditors in this case can be found at section 3 of this report. A Liquidator is not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.

HAYMAN CONSTRUCTION LIMITED - IN LIQUIDATION

- 2.15 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 2.16 The above work will not necessarily bring any financial benefit to creditors generally, however a Liquidator is required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidators in dealing with those claims.
- 2.17 I consider the following matters worth noting in my report to creditors at this stage:
- There is one secured creditor who is owed approximately £100,000;
 - There are approximately 80 unsecured creditors with potential claims in the liquidation with a value per the director(s) statement of affairs of circa £425,000;
 - Included within the unsecured creditor claims above are the claims of 10 former employees;
 - I have received claims from preferential creditors totalling circa £9,000.

Investigations

- 2.18 Some of the work the Liquidator is required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (**CDDA 1986**) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidator can pursue for the benefit of creditors.
- 2.19 I can confirm that a report has been submitted on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986. As this is a confidential report, I am unable to disclose the contents.
- 2.20 Shortly after appointment, Lisa Thomas made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account any information provided by creditors. Lisa Thomas' investigations have not revealed any issues requiring further report or any further potential recoveries which could be pursued for the benefit of creditors.

Matters still to be dealt with

- 2.21 The matters to attend to are as follows:
- Determine if any recoveries can be made in respect of the final book debt that is still under consideration. If so;
 - Agree the basis of the Liquidators' remuneration
 - Collect in the book debt so far as is possible
 - Agree creditor claims, secured and unsecured, and distribute residual funds after the payment of costs and expenses.

HAYMAN CONSTRUCTION LIMITED - IN LIQUIDATION

3 Creditors

Secured Creditors

- 3.1 National Westminster Bank Plc holds a fixed and floating charge over the Company's assets. At the date of the liquidation the indebtedness to the secured creditor was estimated at £99,471.54 and we have since received a claim in the sum of £99,874.84 to which interest will be added. There have been insufficient realisations in the liquidation to make any distributions in respect of this claim.

Preferential Creditors

- 3.2 I have received preferential claims amounting to £9,252.44, but these claims have not been agreed. There are insufficient funds with which to pay preferential creditors at this time.

Unsecured Creditors

- 3.3 I have received claims totalling £432,837.67 from 38 creditors. I have yet to receive claims from 33 creditors whose debts total £22,424.30 as per the Company's statement of affairs.
- 3.4 The Company granted a floating charge to National Westminster Bank Plc on 16 December 1997. Accordingly, there is no requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the **Prescribed Part**), which only applies to charges created after 15 September 2003.
- 3.5 I would confirm that it is anticipated that there will be insufficient funds realised after defraying the expenses of the liquidation, and paying the claims of preferential and secured creditors, to pay a dividend to unsecured creditors.

4 Liquidators' Remuneration

- 4.1 As previously advised, a fee basis has not been agreed to date. The Joint Liquidators will address this with the creditors committee in due course.
- 4.2 Richard J Smith & Co's time costs for the Period are £29,428.50. This represents 219 hours at an average rate of £134.38 per hour. Attached as Appendix B is a Time and Disbursements Analysis, which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me and my staff in managing the liquidation. To date, £0 plus disbursements of £199.20 has been drawn on account.
- 4.3 Neville & Co's time costs for the Period are £13,259.00. This represents 58.50 hours at an average rate of £226.65 per hour. Attached as Appendix C is a Time and Disbursements Analysis, which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by Lisa Thomas and her staff in managing the liquidation. To date, £0 plus disbursements of £0 has been drawn on account.
- 4.4 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from www.richardjsmith.com/creditors-guides
- 4.5 Attached as Appendix D is additional information in relation to the Liquidators' fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

HAYMAN CONSTRUCTION LIMITED - IN LIQUIDATION

5 Creditors' Rights

- 5.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidators provide further information about their remuneration or expenses which have been itemised in this progress report.
- 5.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidators, as set out in this progress report, are excessive.

6 Next Report

- 6.1 I am required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless I have concluded matters prior to this, in which case I will write to all creditors with my final account.
- 6.2 If you have any queries in relation to the contents of this report, Sally Gardiner can be contacted by telephone on 01752 690101 or by email at sally.gardiner@richardjsmith.com.

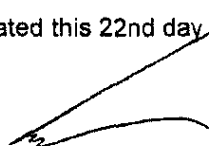


Giles Richard Frampton
Joint Liquidator

**IN THE MATTER OF THE INSOLVENCY ACT 1986
AND IN THE MATTER OF
HAYMAN CONSTRUCTION LIMITED
SUMMARY OF THE LIQUIDATORS' RECEIPTS AND PAYMENTS FOR
THE PERIOD FROM 15 APRIL 2016 TO 14 APRIL 2017**

	Estimated as per S of A £	Realisations 15/4/16 to 14/4/17 £
Receipts		
Cash at Bank and in Hand	6,016	6,218.54
Final Accounts	35,310	
Debtors	164,690	
Plant & Machinery	1,850	1,850.00
Pre-Liquidation VAT Refund	8,013	
Bank Interest		1.09
VAT		1,244.71
	215,879	9,314.34
 Payments		
Admin & Preparation Cost		202.41
Pre Liquidation Disbursements		
Liquidators Remuneration		199.20
Liquidators Disbursements		396.00
Liquidators Bond		317.60
Statutory Advert		172.63
Storage Costs		175.00
Postal Redirection		144.80
Meeting Room Hire		1,961.36
Agents Costs		185.00
Agents Commissions		2,717.20
Solicitors Costs		200.00
Accountants Costs		1,275.77
VAT		7,946.97
 Balance Held on Interest Bearing Account		
Reserved for Storage & Destruction on closure		649.10
Current Account		718.27
		9,314.34

Dated this 22nd day of May 2017



Gilles Richard Frampton
Joint Liquidator

HAYMAN CONSTRUCTION LIMITED - IN LIQUIDATION

Classification of work function	Hours					Total Hours	Time Costs	Average hourly rate
	Partner	Manager	Other Senior Professionals	Cashier	Assistants & Support Staff			
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Admin & Planning	5.50	6.70	46.10	0.00	22.30	80.60	9,174.50	113.83
Reporting & Meetings	7.50	12.20	12.70	0.80	2.70	35.90	5,620.50	156.56
Investigation	0.00	1.80	0.20	0.00	0.30	2.30	312.50	135.87
Forensic	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Assets (Fixed)	0.20	1.60	2.20	0.00	0.00	4.00	548.00	137.00
Assets (Floating/Other)	4.60	7.00	1.10	0.00	0.00	12.70	2,302.50	181.30
Book Debts	4.40	20.90	0.60	0.00	0.00	25.90	4,374.50	168.90
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Monitoring	0.00	0.00	0.00	0.00	0.30	0.30	19.50	65.00
Finance Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Preferential Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HMRC/Crown Creditors	0.00	0.00	1.10	0.00	0.00	1.10	126.50	115.00
Unsecured Creditors	2.90	2.30	10.90	0.00	2.90	19.00	2,494.00	131.26
Employees & Pensions	0.00	1.80	4.20	0.00	0.00	6.00	757.50	126.25
Estate Cashiering	0.00	0.00	0.00	7.00	0.60	7.60	869.50	114.41
Other/General Typing	3.80	5.30	0.00	1.00	13.50	23.60	2,829.00	119.87
Total hours	28.90	59.60	79.10	8.80	42.60	219.00	29,428.50	134.38
Total fees claimed (£)	7,497.00	8,940.00	9,146.00	1,039.00	2,806.50	29,428.50		

Total: **29,428.50**Invoiced: **0.00**Un-Invoiced: **29,428.50****Summary of invoiced time****Time incurred in Year****Cumulative**

	£	Hours	£	Hours	£	Hours
Invoiced Year 1	0.00	0.00	29,428.50	219.00	29,428.50	219.00
Invoiced Year 2	0.00	0.00	0.00	0.00	0.00	0.00
Invoiced Year 3	0.00	0.00	0.00	0.00	0.00	0.00
Invoiced Year 4	0.00	0.00	0.00	0.00	0.00	0.00

HAYMAN CONSTRUCTION LIMITED - IN LIQUIDATION**Liquidator's Expenses & Disbursements**

	Estimated (Fee Resolution)	Paid in prior Period	Paid in the period	Incurred but not paid to	Total anticipated
	£	£	£	£	£

Expenses

Agents Costs			1,961.36		1,961.36
Solicitors Costs			2,717.20		2,717.20
Insurance					-
External Storage of books & records			172.63		172.63
Hire of Meeting Room			144.80		144.80
Re-direction of Post			175.00		175.00
Statutory Advertising			317.60		317.60
Bond			396.00		396.00
Total :	-	-	5,884.59	-	5,884.59

Category 1 Disbursements

Case related Travel/Subsistence					-
IVA/CVA Registration					-
Postage 1		-	33.92	6.89	40.81
Postage 2		-	92.54	3.00	95.54
Searches		-	19.00	-	19.00
Parking & Toll		-	-	-	-
Sundry Disbursements		-	53.74	-	53.74
Total:	-	-	199.20	9.89	209.09

Category 2 Disbursements

Faxes IN/OUT		-	-	-	-
Photocopying		-	-	3.48	3.48
Business Mileage		-	-	-	-
Stationery		-	-	94.34	94.34
Total:	-	-	-	97.82	97.82

Category 1 & 2 Disbursements Total:

-	-	199.20	107.71	306.91
----------	----------	---------------	---------------	---------------

Hayman Construction Limited - In Liquidation**Time and Disbursements Analysis for the period 15 April 2016 to 14 April 2017**

Staff Grade	Number of Hours Spent					Total Hours	Hourly Rate (£)	Total Cost (£)
	Asset Realisation	Secretarial/ Administration	Statutory	Creditors/ Employees	Directors & Investigation			
Liquidator	5.50	1.00	3.40	3.20	13.90	27.00	300.00	8,100.00
Manager	0.00	0.00	0.00	0.00	0.00	0.00	230.00	0.00
Supervisor	0.80	4.60	2.50	0.20	16.10	24.20	180.00	4,356.00
Senior Administrator	0.00	0.00	0.00	0.00	0.00	0.00	115.00	0.00
Secretary/Administrator	0.00	1.60	0.30	4.90	0.50	7.30	110.00	803.00
Total	6.30	7.20	6.20	8.30	30.50	58.50		£13,259.00

Outlays:	£
Envelopes @ cost	6.50
Postage @ cost	34.45
Specific Bond @ cost	30.00
Mileage @ 70p per mile	46.90
Land Registry @ cost	17.00
Total:	134.85

Description of Work Types:Statutory & Compliance

Complying with statutory and professional compliance duties

Strategy & Planning

Developing and planning the strategy for the case

Directors/Investigation

Reviewing financial records for information relevant to the Administration

Realisation of Assets

Identifying, securing and insuring assets

Retention of title

Debt collection

Property, business and asset sales

Employees

Dealing with the employees & their rights & claims

Administration & Secretarial

Administrative set up

Case Administration

Appointment notification

Maintenance of Records

Cashiering

Secretarial Work

Creditors

Communication with creditors

Creditors claims including employee and other preferential creditors

Trading

Management of operations

Accounting for trading

HAYMAN CONSTRUCTION LIMITED - IN LIQUIDATION**Additional Information in Relation to the Liquidators' Fees, Expenses & Disbursements****1 Staff Allocation and the Use of Sub-Contractors**

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

2 Professional Advisors

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

Name of Professional Advisor	Basis of Fee Arrangement
Michelmores LLP (legal advice)	Hourly rate and disbursements
Bond Dickinson LLP (legal advice)	Hourly rate and disbursements
Lambert Smith Hampton (valuation & disposal)	Commission and disbursements
AUA Insolvency Risk Services (asset insurance)	Premiums

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

3 Liquidators' Expenses & Disbursements

- 3.1 Analyses of Richard J Smith & Co's and Neville & Co's expenses and disbursements are attached at Appendix B and Appendix C respectively.
- 3.2 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the appendices listed above.
- 3.3 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements incurred by Richard J Smith & Co and Neville & Co are set out at Appendix B and C respectively.

4 Charge-Out Rates

- 4.1 Richard J Smith & Co's current charge-out rates effective from 1 January 2017 are attached. Neville & Co's current charge-out rates effective from 1 November 2013 are also attached. Please note that both firms record their time in minimum units of 6 minutes.

Richard J Smith & Co

CHARGE OUT RATES & POLICY REGARDING THE RECHARGE OF DISBURSEMENT RECOVERY PURSUANT TO STATEMENT OF INSOLVENCY PRACTICE 9

1 CHARGE-OUT RATES

Work undertaken on cases is recorded in 6 minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. Details of charge-out rates effective from 1 January 2017 are as follows:

Staff	(per hour) £
Senior Partner	300
Partner	250
Manager	175
Assistant Manager	150
Administrators	130
Secretarial support	80

2 DISBURSEMENT RECOVERY

In accordance with Statement of Insolvency Practice 9 (SIP9) disbursements are categorised as either Category 1 or Category 2.

2.1 Category 1 Disbursements

Category 1 disbursements will generally comprise external supplies of incidental services specifically identifiable to the case. Where these have initially been paid by Richard J Smith & Co and then recharged to the case, approval from creditors is not required. The amount recharged is the exact amount incurred. Category 1 disbursements can be drawn without prior approval, although an office holder should be prepared to disclose information about them in the same way as any other expenses.

Examples of Category 1 disbursements include postage, case advertising, specific bond insurance, company search fees, case management software system, invoiced 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 internally such as printing, room hire and document storage.

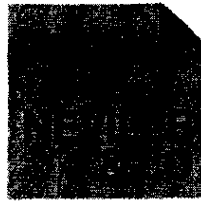
2.2 Category 2 Disbursements

Category 2 disbursements include elements of shared or allocated costs incurred by Richard J Smith & Co and recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration. When seeking approval, an office holder should explain, for each category of expenses, the basis on which the charge is being made. Examples of Category 2 disbursements are photocopying, all business mileage, internal room hire and internal storage.

The firm currently charges the following Category 2 disbursements:

Recharge	£
Stationery – per letter	0.57
Photocopying – per sheet	0.03
Fax - in	0.05
Fax - out	0.37
Mileage – per mile @ HMRC rate	0.45

All costs are subject to VAT, where applicable and reflect the actual cost of the materials or services utilised. All rates are subject to half-yearly review.



STANDARD CHARGEOUT RATES

The rates applying at our Plymouth office as at the date of this notice are as follows:

Position	Charge-out Rate from 1st November 2013 (£ per hour)
Proprietor	350
Senior Manager	300
Manager	250
Supervisor	180
Senior Administrator	140
Administrator/Cashier/Secretary	110

The minimum time units used are 6 minutes.

It is anticipated that the majority of work will be done by the Senior Manager and Supervisor.

Mileage at 70p per mile

Envelopes at 10p each

Storage at £10 per box per annum

These rates may be amended annually