

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 03129510

Company name in full Benchmark Doors Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Lloyd

Surname Biscoe

3 Liquidator's address

Building name/number The Old Exchange

Street 234 Southchurch Road

Post town Southend on Sea

County/Region Essex

Postcode SS12EG

Country

4 Liquidator's name ①

Full forename(s) Jamie

Surname Taylor

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number The Old Exchange

Street 234 Southchurch Road

Post town Southend on Sea

County/Region Essex

Postcode SS12EG

Country

② Other liquidator

Use this section to tell us about
another liquidator.

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6 Period of progress report

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

7 Progress report

| | |
|---|--|
| <input checked="" type="checkbox"/> The progress report is attached | |
|---|--|

8 Sign and date

| | | | | | | | | | |
|------------------------|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|--|
| Liquidator's signature | Signature X  | X | | | | | | | |
| Signature date | ^d 1 | ^d 6 | ^m 0 | ^m 8 | ^y 2 | ^y 0 | ^y 2 | ^y 1 | |

LIQ03

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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 **Jamie Taylor**

Company name **Begbies Traynor (Central) LLP**

Address
**The Old Exchange
234 Southchurch Road**

Post town **Southend on Sea**

County/Region

Postcode **S S 1 2 E G**

Country

DX

Telephone
01702 467255



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

Benchmark Doors Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

| Statement of Affairs £ | | From 25/06/2020 To 24/06/2021 £ | From 25/06/2013 To 24/06/2021 £ |
|------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| | ASSET REALISATIONS | | |
| 33,944.00 | R & D Refund | NIL | NIL |
| | Bank Interest Gross | 0.42 | 9.72 |
| 20,168.00 | Book Debts | NIL | 20,464.62 |
| 5,992.00 | Cash at Bank | NIL | NIL |
| | Settlement | NIL | 80,000.00 |
| | | 0.42 | 100,474.34 |
| | HMRC OFFSET | | |
| (60,029.00) | HMRC Liability re PAYE/NI & VAT | NIL | NIL |
| | | NIL | NIL |
| | COST OF REALISATIONS | | |
| | Adverse Costs Indemnity | NIL | 20,000.00 |
| | Debt collection fees (20% commission) | NIL | 3,841.90 |
| | Legal Fees (1) | NIL | 23,475.25 |
| | Office Holders Expenses | NIL | 837.60 |
| | Office Holders Fees | 9,301.55 | 34,801.55 |
| | Specific Bond | 13.50 | 27.00 |
| | Statement of Affairs Fee | NIL | 15,000.00 |
| | Stationery & Postage | 35.37 | 111.61 |
| | Statutory Advertising | NIL | 77.00 |
| | Storage Costs | NIL | 367.59 |
| | | (9,350.42) | (98,539.50) |
| | PREFERENTIAL CREDITORS | | |
| (428.00) | Employees re Arrears/Hol Pay | NIL | NIL |
| (7,580.00) | RPO re Arrears/Holiday Pay | NIL | NIL |
| | | NIL | NIL |
| | UNSECURED CREDITORS | | |
| (427,669.00) | Auto-Plas (International) Limited | NIL | NIL |
| (6,692.00) | B Fell - employee claim | NIL | NIL |
| (102,558.00) | Directors - Steve Harris & Ken Harris | NIL | NIL |
| (618.00) | Employees | NIL | NIL |
| (5,313.00) | K Maybee - employee claim | NIL | NIL |
| Uncertain | Potential Warranty Claims | NIL | NIL |
| (26,844.00) | RPO | NIL | NIL |
| (16,744.00) | Trade Creditors | NIL | NIL |
| | | NIL | NIL |
| | DISTRIBUTIONS | | |
| (99.00) | Ordinary Shareholders | NIL | NIL |
| | | NIL | NIL |
| (594,470.00) | | (9,350.00) | 1,934.84 |
| | REPRESENTED BY | | |
| | Bank 1 Current | | 39.02 |
| | Vat Control Account | | 1,870.08 |
| | Vat Receivable | | 25.74 |
| | | | 1,934.84 |



Benchmark Doors Limited (In
Creditors' Voluntary Liquidation)

Progress report

Period: 25 June 2020 to 24 June 2021

Important Notice

This progress report has been produced solely to comply with our statutory duty to report to creditors and members of the Company on the progress of the liquidation. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors and members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

Contents

- ❑ Interpretation
- ❑ Company information
- ❑ Details of appointment of liquidators
- ❑ Progress during the period
- ❑ Estimated outcome for creditors
- ❑ Liquidators' Remuneration and expenses
- ❑ Liquidators' expenses
- ❑ Assets that remain to be realised and work that remains to be done
- ❑ Other relevant information
- ❑ Creditors' rights
- ❑ Conclusion
- ❑ Appendices
 - 1. Liquidators' account of receipts and payments
 - 2. Liquidators' time costs and expenses
 - 3. Statement of Liquidators' expenses

1. INTERPRETATION

| <u>Expression</u> | <u>Meaning</u> |
|---|--|
| "the Company" | Benchmark Doors Limited (In Creditors' Voluntary Liquidation) |
| "the Liquidation" | The appointment of liquidators on 25 June 2013. |
| "the Liquidators", "we", "our" and "us" | Lloyd Biscoe and Jamie Taylor both of Begbies Traynor (Central) LLP, The Old Exchange, 234 Southchurch Road, Southend on Sea, Essex, SS1 2EG |
| "the Act" | The Insolvency Act 1986 (as amended) |
| "the Rules" | The Insolvency (England and Wales) Rules 2016 |
| "secured creditor" and "unsecured creditor" | Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act) |
| "security" | (i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act); and (ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act) |
| "preferential creditor" | Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act |

2. COMPANY INFORMATION

| | |
|----------------------------|--|
| Trading name(s): | None |
| Company registered number: | 03129510 |
| Company registered office: | The Old Exchange, 234 Southchurch Road, Southend on Sea, SS1 2EG |
| Former trading address: | 90 Main Road, Hawkwell, Hockley, SS5 4JH |

3. DETAILS OF APPOINTMENT OF LIQUIDATORS

| | |
|-----------------------------------|--------------|
| Date winding up commenced: | 25 June 2013 |
| Date of Liquidators' appointment: | 25 June 2013 |
| Changes in Liquidator (if any): | None |

4. PROGRESS DURING THE PERIOD

This is our penultimate report to creditors prior to proceeding to finalise the Liquidation and resign from office as Liquidators. This report should be read in conjunction with our previous annual reports of the Liquidation, the latest of which was sent to creditors on 1 July 2020.

Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments account (the "Account") for the period from 25 June 2020 to 24 June 2021 (the "Period"). This includes a cumulative account for the period since the date of our appointment. The Company was (formerly) registered for VAT purposes but was deregistered during the course of the Liquidation. Notwithstanding and nevertheless, VAT on costs and expenses in the Liquidation is reclaimable by the Liquidation estate ("the Estate"). Accordingly, amounts are stated net of VAT (i.e. excluding VAT) where applicable. Our comments on the principal items appearing in the Account are detailed below.

RECEIPTS

Gross Bank Interest

A small amount (42 pence) of gross bank interest has been earned on the funds held in the Estate bank account with Barclays Bank PLC ("Barclays").

PAYMENTS

Liquidators' Fees

An amount of £9,302 has been paid to my firm Begbies Traynor (Central) LLP ("Begbies") as a payment on account of our fees, based upon the time properly given by us (as Liquidators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies in attending to matters arising in the conduct of the Liquidation. This is dealt with in more detail in Section 6 below.

Specific Bond

An amount of £14 has been paid to Begbies in respect of our disbursement for the costs of the increase in our bonding arrangements, which we are required to maintain in the interests of creditors.

Stationery & Postage

A total amount of £35 has been paid to Postworks in respect of the printing and postage of circulars to creditors.

The work that has been done in the Period of this report, why was that work has been necessary and the financial benefit (if any) to creditors

Details of the types of work that generally fall into the headings mentioned below are available on our firm's website - <http://www.begbies-traynorgroup.com/work-details>. Under the following headings we have explained the specific work that has been undertaken on this case. Not every piece of work has been described, but we have sought to give a proportionate overview which provides sufficient detail to allow creditors to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to creditors. The costs incurred in relation to each heading are set out in the Time Costs Analysis which is attached at Appendix 2. There is an analysis for the Period of the report. The details below relate to the work undertaken in the Period of the report only.

Various items of general work that have been carried out in the Period that have no direct financial benefit to creditors but are either required by best practice or statute as detailed below include:

- General case administration and planning;
- Compliance with the Act, Rules and best practice; and
- Dealing with creditors' claims and correspondence.

General case administration and planning

We are obliged to populate and maintain a virtual electronic case file, together with a hard copy (paper) Permanent File, to ensure we have a contemporaneous, accurate and complete record of how the case has been administered, including fully documenting the reasons for any decisions that materially affect the case and periodic case reviews. Whilst this work is of no direct financial benefit to creditors, these are statutory and best practice requirements.

Compliance with the Insolvency Act, Rules and best practice

Whilst of no direct financial benefit to creditors, in accordance with our obligations pursuant to the Act, Rules and best practice guidance, although not an exhaustive list, during the Period we have dealt with the following principal matters:

- Produced the previous annual report to creditors;
- Carried out periodic bank reconciliations;
- Raised payment vouchers to discharge costs;
- Bonding reviews;
- Ongoing review of ethical and money laundering considerations.

This ensures that creditors are kept fully apprised of the progress of the conduct of the Liquidation and that all matters are dealt with expeditiously. Moreover, is in accordance with our obligations pursuant to the Act, Rules and best practice guidance.

Realisation of assets and Investigations.

There have been no realisations during the Period save other than a small sum of gross bank interest earned on funds held in the Estate bank account, which will be closed following receipt of a final VAT refund due to the Estate.

As far as we are aware, all known assets have now been realised in the course of the Liquidation.

Dealing with all creditors' claims (including employees), correspondence and distributions

We have continued to deal with creditors' enquiries, as and when arising.

Other matters which includes seeking decisions from creditors (via Deemed Consent Procedure and/or Decision Procedures), tax, litigation, pensions and travel

As and when appropriate to do so, we have submitted VAT reclaims to HM Revenue & Customs ("HMRC") to recover VAT charged on costs and expenses incurred in the course of the Liquidation. In addition, we have submitted a corporation tax computation and Return (for the previous 12-month period) to HMRC. Whilst these particular items of work are of no direct financial benefit to creditors, it is a necessary requirement that we must adhere to in order to comply with prevailing tax legislation.

5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in the director's estimated statement of affairs previously sent to creditors.

Secured creditors

There are no known secured creditors.

Preferential creditors

Based upon claims received to date, the Preferentials amount to £5,700. After accounting for the costs and expenses of the Liquidation, there will insufficient funds to enable a dividend to be paid to the Preferentials.

Prescribed Part for unsecured creditors pursuant to Section 176A of the Act

Section 176A of the Act provides that, where the Company has created a floating charge on or after 15 September 2003 we, as the Liquidators, must make a prescribed part of the Company's net property available for the unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured debts. Net property means the amount which would, were it not for this provision, be available to floating charge holders out of floating charge assets (i.e. after accounting for preferential debts and the costs of realising the floating charge assets). Given there were no secured creditors, this particular provision is not applicable.

Unsecured creditors

There have been 26 creditor claims to date totalling £654,194. It is anticipated that there will be insufficient funds to enable a dividend to be paid to the Unsecureds.

6. REMUNERATION & EXPENSES

Remuneration

Our remuneration has been fixed by a resolution of creditors at the meeting held pursuant to Section 98 of the Act by reference to the time properly given by us (as Liquidators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies in attending to matters arising in the winding up and we are authorised to draw disbursements, including disbursements for services provided by our firm (defined as category 2 disbursements in Statement of Insolvency Practice 9) in accordance with our firm's policy, details of which accompanied the Statement of Affairs and other information presented to the meeting of creditors convened pursuant to Section 98 of the Act and which is attached at Appendix 2 of this report.

Our time costs for the Period (25 June 2020 to 24 June 2021) amount to £5,235 which represents 19.2 hours at an average rate of £272.66 per hour.

The following further information in relation to our time costs and disbursements is set out at Appendix 2:

- ☐ Time Costs Analysis for the Period;
- ☐ Cumulative Time Costs Analysis for the period 25 June 2013 to 24 June 2021;
- ☐ Begbies' charging policy

In the Period, we have drawn an amount on account of our remuneration of £9,302. To 24 June 2021, we have drawn the total sum of £34,802 on account of our remuneration, against total time costs of £96,514 incurred since the date of our appointment. The total time spent represents 361.3 hours at an average rate of £267.13 per hour.

Upon receipt of an anticipated VAT refund of £1,870, we will draw a final amount on account of our remuneration of circa £1,500 together with the costs of storage and eventual destruction of the Company's books and records - see also Section 8 below. Please note that all costs incurred to date in excess of the amount drawn on account together with that which will be incurred to the close of the Liquidation, will be written-off as irrecoverable because there are insufficient funds in the Estate to enable us to recoup the balance of our undrawn remuneration.

Category 1 Expenses

In the period we have also drawn expenses in the sum of £49.07.

Category 2 Expenses

No Category 2 disbursements and disbursements which should be treated as Category 2 disbursements have been charged to the case in the period.

Use of subcontractors

We have not subcontracted any work that could otherwise be done more economically by ourselves and/or our Firms' staff.

A Creditors' Guide to Liquidators Fees

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2021' which provides guidance on creditors' rights on how to approve and monitor a Liquidator's remuneration and on how the remuneration is set can be obtained online at www.begbies-traynor.com/creditorsguides. Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy.

7. LIQUIDATORS' EXPENSES

We, as Liquidators, are required to provide a statement of the expenses incurred by us during the Period of the report, irrespective of whether payment was made in respect of such expenses during the Period. Expenses include all expenses incurred, for example the costs of third parties instructed by us e.g. solicitors, valuers, agents etc and also expenses incurred. It is not always possible to provide a precise figure for an expense that has been incurred.

Where this is the case, we have provided a 'best estimate' of the quantum of the expense. A statement of the expenses incurred during the Period of this progress report together with a statement of the cumulative costs incurred since the date of our appointment are set out at Appendix 3.

8. ASSETS THAT REMAIN TO BE REALISED AND WORK THAT REMAINS TO BE DONE

Assets that remain to be realised

All asset realisations have been completed and as far as we are aware, there are no remaining unrealisable assets.

The work remains to be done, why this is necessary and the financial benefit, if any, it will provide to creditors

Whilst of no direct financial benefit to creditors, the work required to finalise the Liquidation and bring this case to a conclusion in order to comply with our duties in accordance with the Insolvency Act and Rules and to the standard expected of our firm is as follows:

- (i) Drafting and issue of this progress report;
- (ii) Submission of annual corporation tax return;
- (iii) Dealing with the final submissions to HMRC to recover a VAT refund, seeking tax clearance and making any final corporation tax return;
- (iv) Producing our final report of the Liquidation;
- (v) Sending a notice of our final account of the Liquidation to all creditors;
- (vi) Following expiry of eight weeks from delivery of this report to creditors, dealing with the filing of the final prescribed return at Companies House; and
- (vii) We will be obliged to archive the Company's underlying (hard paper) accounting records in compliance with Insolvency Practitioner Regulations and moreover, to preserve and retain the Company's underlying records in accordance with the prevailing tax legislation for a prescribed period until their eventual destruction, extending after the Liquidation has been finalised and the Company has been dissolved.

How much will this further work cost?

The 'further work' detailed above is necessary in order that I may complete the liquidation as envisaged. The cost of the work is estimated to be £2,000.

Expenses

There are no further anticipated expenses.

What is the anticipated payment for administering the case in full?

Due to the fact that there are limited assets, the remuneration that we can draw is limited to the amount that is realised for the assets, (less any costs incurred in realising those assets). At this stage in the liquidation, I can estimate that total remuneration drawn will be in the region of £36,301.55.

It is expected that the time costs incurred in excess of this sum will be written off by my firm.

9. OTHER RELEVANT INFORMATION

Connected party transactions

We have not been made aware of any sales of the Company's assets to connected parties.

Use of personal information

Please note that in the course of discharging our statutory duties as Liquidators, we may need to access and use personal data, being information from which a living person can be identified. Where this is necessary, we are required to comply with data protection legislation. If you are an individual and you would like further information about your rights in relation to our use of your personal data, you can access the same at <https://www.begbies-traynorgroup.com/privacy-notice>. If you require a hard copy of the information, please do not hesitate to contact us.

10. CREDITORS' RIGHTS

Right to request further information

Pursuant to Rule 18.9 of the Rules, 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, including that creditor, (or an unsecured creditor with less than 5% in value of the unsecured creditors, but with the permission of the court) may request in writing that we provide further information about our remuneration or expenses which have been incurred during the Period of this progress report.

Right to make an application to court

Pursuant to Rule 18.34 of the Rules, any secured creditor or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor, (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) may, within 8 weeks of receipt of this progress report, make an application to court on the grounds that the remuneration charged or the expenses incurred during the Period of this progress report are excessive or, the basis fixed for our remuneration is inappropriate.

11. CONCLUSION

We will report to creditors again in approximately 4 to 6 months' time at the conclusion of the Liquidation.

A handwritten signature in black ink, appearing to be 'JT', with a horizontal line drawn underneath it.

Jamie Taylor
Joint Liquidator

Dated: 16 August 2021

Benchmark Doors Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

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| | | NIL | NIL |
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| | REPRESENTED BY | | |
| | Bank 1 Current | | 39.02 |
| | Vat Control Account | | 1,870.08 |
| | Vat Receivable | | 25.74 |
| | | | 1,934.84 |



COSTS AND EXPENSES

- a. Begbies' charging policy;
- b. Time Costs Analysis for the Period; and
- c. Cumulative Time Costs Analysis for the period from 25 June 2013 to 24 June 2021

BEGBIES TRAYNOR CHARGING POLICY

INTRODUCTION

This policy applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on the basis of the time properly spent in dealing with the case. It also applies where further information is to be provided to creditors regarding the office holder's fees following the creditors' decision being made for the office holder to be remunerated on a time cost basis. Best practice guidance* requires that such information should be disclosed to those who are responsible for approving the basis of an office holder's remuneration. Within our fee estimate creditors can see how we propose to be remunerated.

In addition, this policy applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm. Best practice guidance* indicates that such charges should be disclosed to those who are responsible for approving the basis of the office holder's remuneration, together with an explanation of how those charges are calculated.

OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of their staff. Such delegation assists the office holder as it allows him/her to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded in 6 minute units at the individual's hourly rate in force at that time which is detailed below.

EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

Expenses are payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also include disbursements, which are expenses that are initially paid by the office holder's own firm, but which are subsequently reimbursed from the estate when funds are available.

Best practice guidance classifies expenses into two broad categories:

- ❑ Category 1 expenses (approval not required) - Specific expenditure that is directly related to the case and referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- ❑ Category 2 expenses (approval required) - Items of expenditure that are directly related to the case and either:
 - (i) include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party; or
 - (ii) are items of expenditure which are payable to an associate of the office holder and/or their firm.

Shared or allocated costs (pursuant to (i) above)

* Statement of Insolvency Practice 9, (SIP9) – Payments to Insolvency office holders and their associates from an estate

The following expenses include an element of shared or allocated cost and are charged to the case (subject to approval).

- ❑ Internal meeting room usage for the purpose of physical meetings of creditors is charged at the rate of £100 (London [£150]) per meeting;
- ❑ Car mileage which is charged at the rate of 45 pence per mile.

General Office Overheads.

The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a Category 1 disbursement:

- ❑ Telephone and facsimile
- ❑ Printing and photocopying
- ❑ Stationery

BEGBIES TRAYNOR CHARGE-OUT RATES

Begbies Traynor is a national firm. The rates charged by the various grades of staff that may work on a case are set nationally, but vary to suit local market conditions. The rates applying to the Southend office as at the date of this report are as follows:

| Grade of staff | Charge-out rate (£ per hour) 18 March 2019 until further notice |
|------------------------------|---|
| Partner | 645-710 |
| Director | 515-565 |
| Senior Manager | 440-485 |
| Manager | 410-455 |
| Assistant Manager | 315 |
| Senior Administrator | 290 |
| Administrator | 220-245 |
| Junior/Trainee Administrator | 160-180 |
| Support | 160-180 |

Prior to 18 March 2019, the following rates applied:

| Grade of staff | Charge-out Rate (£ per hour) 1 May 2016 until further notice |
|----------------------|---|
| Partner 1 | 395-550 |
| Partner 2 | 395-550 |
| Director | 395 |
| Senior Manager | 365 |
| Manager | 315 |
| Assistant Manager | 285 |
| Senior Administrator | 250 |
| Administrator | 220 |

* Statement of Insolvency Practice 9, (SIP9) – Payments to Insolvency office holders and their associates from an estate

| | |
|-----------------------|-----|
| Trainee Administrator | - |
| Junior Administrator | 160 |
| Support | 160 |

Time spent by support staff such as secretarial, administrative and cashiering staff is charged directly to cases. It is not carried as an overhead.

As detailed above, time is recorded in 6 minute units.

Prior to 1 May 2016 the following rates applied:

| | Charge-out rate (£ per hour) |
|-----------------------|------------------------------|
| Grade of staff | 1 May 2011 – 30-Apr-16 |
| Partner | 495 |
| Director | 395 |
| Senior Manager | 365 |
| Manager | 315 |
| Assistant Manager | 270 |
| Senior Administrator | 235 |
| Administrator | 185 |
| Trainee Administrator | 160 |
| Junior Administrator | n/a |
| Support | 160 |
| cashier | n/a |
| secretarial | n/a |

* Statement of Insolvency Practice 9, (SIP9) – Payments to Insolvency office holders and their associates from an estate

SIP9 Benchmark Doors Limited - Creditors Voluntary Liquidation - 03BE159.CVL : Time Costs Analysis From 25/06/2020 To 24/06/2021

| Staff Grade | | Consultant/Partner | Director | Snr Mngr | Mngr | Asst Mngr | Snr Admin | Admin | Jnr Admin | Support | Total Hours | Time Cost £ | Average hourly rate £ |
|---|--|--------------------|----------|----------|--------|-----------|-----------|-------|-----------|---------|-------------|-------------|-----------------------|
| General Case Administration and Planning | Case planning | 0.2 | 0.8 | | | | | | | | 1.0 | 541.00 | 541.00 |
| | Administration | 0.8 | | | 0.5 | | | | 4.6 | | 5.9 | 1,457.00 | 246.95 |
| | Total for General Case Administration and Planning: | 1.0 | 0.8 | | 0.5 | | | | 4.6 | | 6.9 | 1,998.00 | 289.57 |
| Compliance with the Insolvency Act, Rules and best practice | Appointment | | | | | | | | | | | | 0.00 |
| | Banking and Bonding | 0.8 | | | 0.4 | | | | 1.8 | 2.7 | 5.7 | 1,400.00 | 245.61 |
| | Case Closure | | | | | | | | | | | | 0.00 |
| | Statutory reporting and statement of affairs | | 1.3 | | | | | | 0.7 | | 2.0 | 781.50 | 390.75 |
| | Total for Compliance with the Insolvency Act, Rules and best practice: | 0.8 | 1.3 | | 0.4 | | | | 2.5 | 2.7 | 7.7 | 2,181.50 | 283.31 |
| Investigations | CDDA and investigations | | | | | | | | | | | | 0.00 |
| | Total for Investigations: | | | | | | | | | | | | 0.00 |
| Realisation of assets | Debt collection | | | | | | | | | | | | 0.00 |
| | Property, business and asset sales | | | | | | | | | | | | 0.00 |
| | Retention of Title/Third party assets | | | | | | | | | | | | 0.00 |
| | Total for Realisation of assets: | | | | | | | | | | | | 0.00 |
| Trading | Trading | | | | | | | | | | | | 0.00 |
| | Total for Trading: | | | | | | | | | | | | 0.00 |
| Dealing with all creditors claims (including employees), correspondence and distributions | Secured | | | | | | | | | | | | 0.00 |
| | Others | | 0.1 | | | | | | 0.5 | | 0.6 | 131.50 | 219.17 |
| | Creditors committee | | | | | | | | | | | | 0.00 |
| | Total for Dealing with all creditors claims (including employees), correspondence and distributions: | | 0.1 | | | | | | 0.5 | | 0.6 | 131.50 | 219.17 |
| Other matters which includes meetings, tax, litigation, pensions and travel | Seeking decisions of creditors | | | | | | | | | | | | 0.00 |
| | Meetings | | | | | | | | | | | | 0.00 |
| | Other | | | | | | | | | | | | 0.00 |
| | Tax | | 0.8 | | | | | | 3.2 | | 4.0 | 924.00 | 231.00 |
| | Litigation | | | | | | | | | | | | 0.00 |
| | Total for Other matters: | | 0.8 | | | | | | 3.2 | | 4.0 | 924.00 | 231.00 |
| | Total hours by staff grade: | 1.8 | 3.0 | | 0.9 | | | | 10.8 | 2.7 | 19.2 | | |
| | Total time cost by staff grade £: | 1,161.00 | 1,545.00 | | 369.00 | | | | 1,728.00 | 432.00 | | 5,235.00 | |
| | Average hourly rate £: | 645.00 | 515.00 | 0.00 | 410.00 | 0.00 | 0.00 | 0.00 | 160.00 | 160.00 | | | 272.66 |
| | Total fees drawn to date £: | | | | | | | | | | | 9,301.55 | |

SIP9 Benchmark Doors Limited - Creditors Voluntary Liquidation - 03BE159.CVL : Time Costs Analysis From 25/06/2013 To 24/06/2021

| Staff Grade | | Consultant/Partner | Director | Snr Mngr | Mngr | Asst Mngr | Snr Admin | Admin | Jnr Admin | Support | Total Hours | Time Cost £ | Average hourly rate £ |
|---|--|--------------------|----------|----------|-----------|-----------|-----------|----------|-----------|----------|-------------|-------------|-----------------------|
| General Case Administration and Planning | Case planning | 2.5 | 4.0 | 0.4 | 13.5 | | 1.9 | 1.5 | 8.0 | | 32.1 | 9,543.50 | 297.31 |
| | Administration | 7.3 | | 1.4 | 5.0 | 1.4 | | 4.2 | 91.9 | | 111.2 | 21,644.00 | 194.64 |
| | Total for General Case Administration and Planning: | 9.8 | 4.0 | 1.8 | 18.6 | 1.4 | 1.9 | 5.7 | 99.9 | | 143.3 | 31,187.50 | 217.64 |
| Compliance with the Insolvency Act, Rules and best practice | Appointment | | | | | | | | 5.7 | | 5.7 | 912.00 | 160.00 |
| | Banking and Bonding | 6.7 | | | 0.6 | | | 15.9 | 3.5 | 12.8 | 39.5 | 9,137.00 | 231.32 |
| | Case Closure | | | | | | | | | | | | 0.00 |
| | Statutory reporting and statement of affairs | 2.7 | 2.1 | | 4.6 | 15.7 | 2.3 | | 2.9 | | 30.3 | 8,820.00 | 291.09 |
| | Total for Compliance with the Insolvency Act, Rules and best practice: | 9.4 | 2.1 | | 5.2 | 15.7 | 2.3 | 15.9 | 12.1 | 12.8 | 75.5 | 18,869.00 | 249.92 |
| Investigations | CDDA and investigations | 8.6 | 1.5 | 4.9 | 21.0 | | 1.6 | 3.0 | | | 40.6 | 13,709.00 | 337.66 |
| | Total for Investigations: | 8.6 | 1.5 | 4.9 | 21.0 | | 1.6 | 3.0 | | | 40.6 | 13,709.00 | 337.66 |
| Realisation of assets | Debt collection | | 0.4 | 0.4 | 2.7 | | | | | | 3.5 | 1,184.50 | 338.43 |
| | Property, business and asset sales | | 0.1 | | | | | | | | 0.1 | 51.50 | 515.00 |
| | Retention of Title/Third party assets | | | | | | | | | | | | 0.00 |
| | Total for Realisation of assets: | | 0.5 | 0.4 | 2.7 | | | | | | 3.6 | 1,236.00 | 343.33 |
| Trading | Trading | | | | | | | | | | | | 0.00 |
| | Total for Trading: | | | | | | | | | | | | 0.00 |
| Dealing with all creditors claims (including employees), correspondence and distributions | Secured | | | | | | | | | | | | 0.00 |
| | Others | 1.8 | 6.7 | | 12.0 | 2.0 | | | 7.6 | 6.5 | 36.6 | 9,394.50 | 256.68 |
| | Creditors committee | | | | | | | | 4.2 | | 4.2 | 672.00 | 160.00 |
| | Total for Dealing with all creditors claims (including employees), correspondence and distributions: | 1.8 | 6.7 | | 12.0 | 2.0 | | | 11.8 | 6.5 | 40.8 | 10,066.50 | 246.73 |
| Other matters which includes meetings, tax, litigation, pensions and travel | Seeking decisions of creditors | | | | | | | | | | | | 0.00 |
| | Meetings | 3.0 | 1.0 | | 1.0 | 7.4 | | | | | 12.4 | 4,643.00 | 374.44 |
| | Other | | | | | | | | | | | | 0.00 |
| | Tax | | 1.3 | 0.2 | 1.3 | | | | 6.9 | | 9.7 | 2,235.00 | 230.41 |
| | Litigation | 6.0 | 0.4 | 16.8 | 8.8 | | 3.4 | | | | 35.4 | 14,568.00 | 411.53 |
| | Total for Other matters: | 9.0 | 2.7 | 17.0 | 11.1 | 7.4 | 3.4 | | 6.9 | | 57.5 | 21,446.00 | 372.97 |
| | Total hours by staff grade: | 36.6 | 17.5 | 24.1 | 70.6 | 26.5 | 9.2 | 24.6 | 130.7 | 19.3 | 361.3 | | |
| | Total time cost by staff grade £: | 19,513.00 | 7,440.50 | 9,861.50 | 22,387.50 | 7,155.00 | 2,255.50 | 4,551.00 | 20,912.00 | 2,438.00 | | 96,514.00 | |
| | Average hourly rate £: | 505.52 | 425.17 | 409.19 | 316.21 | 270.00 | 245.16 | 185.00 | 160.00 | 126.32 | | | 267.13 |
| | Total fees drawn to date £: | | | | | | | | | | | 34,801.55 | |

STATEMENT OF EXPENSES

| Type of expense | Name of party with whom expense incurred | £Amount incurred in the Period (ex VAT) | £Amount discharged | £Balance (to be discharged) | £Total Cumulative Expenses |
|---|---|---|--------------------|-----------------------------|----------------------------|
| Expenses incurred with entities not within the Begbies Traynor Group | | | | | |
| Debt Collection Fees – Commission @ 20% | SLM Credit Solutions Limited | | | | 3,842 |
| Advertisements | The Stationery Office Limited Courts Advertising | - | - | - | 378 77 |
| Specific penalty bond | AUA Insolvency Risk Services | 14 | 14 | - | 116 |
| Land Registry | Land Registry | | | | 140 |
| Legal Fees including Adverse Costs Indemnity Insurance (£20,000) | BTMK Solicitors LLP | | | - | 45,740 |
| Legal Fees | Gateleys LLP | | | | 4,305 |
| Stationery & Postage | Postworks & Royal Mail | 35 | 35 | - | 113 |
| Storage & Destruction Costs | Archive Facilities (Southend) Limited | | | | 368 |
| Expenses incurred with entities within the Begbies Traynor Group – termed ‘Category 2’ Expenses (See Section 6) | | | | | |
| Photocopying | Begbies | | | | 278 |