

LIQ03

Notice of progress report in voluntary winding up



Companies House

THURSDAY



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12/04/2018

#148

COMPANIES HOUSE

1 Company details

Company number 03252060

Company name in full Aztech Services (Fleet) Limited

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

2 Liquidator's name

Full forename(s) Martin

Surname Maloney

3 Liquidator's address

Building name/number Leonard Curtis

Street Leonard Curtis House

Elms Square, Bury New Road

Post town Whitefield

County/Region Greater Manchester

Postcode M457TA

Country

4 Liquidator's name ①

Full forename(s) John

Surname Titley

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

5 Liquidator's address ②

Building name/number Leonard Curtis

Street Leonard Curtis House

Elms Square, Bury New Road

Post town Whitefield

County/Region Greater Manchester

Postcode M457TA

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 1 d 9	m 0 m 2	y 2 y 0 y 1 y 7	
To date	/ d 1 d 8	m 0 m 2	y 2 y 0 y 1 y 8	/

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature	Signature X		X	
Signature date	d 1 d	m 0 m 4	y 2 y 0 y 1 y 8	

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 **Sidhra Qadoos**Company name **Leonard Curtis**Address **Leonard Curtis House****Elms Square, Bury New Road****Whitefield**Post town **Greater Manchester**

County/Region

Postcode **M 4 5 7 T A**

Country

DX

Telephone **0161 413 0930****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



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

**Aztech Services (Fleet) Limited
(In Creditors' Voluntary Liquidation)**

Company Number: 03252060

Former Registered Office and Trading Address:

1 Redfields Industrial Estate, Unit 1 Fleet, Hampshire GU52 0RD

**Joint Liquidators' Second Progress Report
pursuant to Section 104A(1) of the Insolvency Act 1986 (as amended)
and Rule 18.3 of the Insolvency (England and Wales) Rules 2016**

11 April 2018

Martin Maloney and John Titley - Joint Liquidators
Leonard Curtis
Leonard Curtis House, Elms Square, Bury New Road, Whitefield
Greater Manchester M45 7TA
Tel: 0161 413 0930 Fax: 0161 413 0931
recovery@leonardcurtis.co.uk
Ref: KJ26/SQ/NA740Q/1010

CONTENTS

- 1 Introduction
- 2 Conduct of the Liquidation
- 3 Receipts and Payments Account
- 4 Outcome for Creditors
- 5 Investigations
- 6 Joint Liquidators' Remuneration, Expenses and Disbursements and Creditors' Rights
- 7 Matters Still to be Dealt With
- 8 Other Matters

APPENDICES

- A Summary of Joint Liquidators' Receipts and Payments from 19 February 2016 to 18 February 2018
- B Summary of Joint Liquidators' Time Costs from 19 February 2017 to 18 February 2018 including a Detailed Narrative of Work Performed by the Joint Liquidators and their Staff in the Period
- C Summary of Joint Liquidators' Time Costs for the Period from 19 February 2016 Incorporating a Comparison of the Joint Liquidators' Fees Estimate
- D Summary of Joint Liquidators' Expenses from 19 February 2016 to 18 February 2018 Incorporating a Comparison of the of Joint Liquidators' Statement of Likely Expenses
- E Leonard Curtis Policy Regarding Fees, Expenses and Disbursements
- F Proof of Debt Form

TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES

1 INTRODUCTION

- 1.1 Martin Maloney and John Titley were appointed Joint Liquidators of Aztech Services (Fleet) Limited ("the Company") on 19 February 2016.
- 1.2 Martin Maloney and John Titley are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales.
- 1.3 There has been no change in office holder since the date of Liquidation.
- 1.4 This report provides an update on the conduct of the Liquidation for the period from 19 February 2017 to 18 February 2018, as required by Section 104A(1) of the Insolvency Act 1986 (as amended) ("the Act") and Rule 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules"). It contains details of the progress made, the expected outcome for creditors and other information that the Joint Liquidators are required to disclose and should be read in conjunction with the previous progress report dated 13 April 2017.
- 1.5 All figures are stated net of VAT.

2 CONDUCT OF THE LIQUIDATION

- 2.1 The Company's registered office was changed to Leonard Curtis, Leonard Curtis House, Elms Square, Bury New Road, Whitefield, Greater Manchester M45 7TA on 10 March 2016.

Assets Realised

Debtors

- 2.2 Debtors had an estimated to realise value of £30,919, as per the statement of affairs. As previously reported, one of the directors, Mr Daryl Birley, was engaged to collect outstanding debtors at an agreed fee of 20% of realisations. No realisations were made and the director was disengaged. The Joint Liquidators instructed Cerberus Receivables ("Cerberus") to collect outstanding book debts for a fee level of 20% of realisations.
- 2.3 Collections of £27,649 were received by the Joint Liquidators. Cerberus believe the debtor ledger is now exhausted and no further realisations are anticipated.

Bank Interest

- 2.4 £3 was received in reference to bank interest during the period.

Assets Still to be Realised

- 2.5 The following assets are still to be realised:

Description	£
Connected Debtor	Uncertain
Stock	450
Office Furniture and Equipment	550
	<u>1,000</u>

Connected Debtor

- 2.6 The connected debtor was given an uncertain estimated realise value as per the statement of affairs and relates to Jasryl Limited. Following their appointment, the Joint Liquidators reviewed correspondence between the Company and Jasryl Limited and concluded no amount was due. Jasryl Limited has now been dissolved from the register of companies.

Stock

- 2.7 Stock was given an estimated to realise value of £450. Following their appointment, the Joint Liquidators instructed independent valuation agents, Charles Taylor ("CT"), who advised the costs involved with uplifting and selling these assets would outweigh any realisable value.

Office Furniture and Equipment

- 2.8 Office furniture and equipment was given as estimated to realise value of £550. Following their appointment the Joint Liquidators gave instruction to CT, who advised that the cost of uplifting and disposing of these assets would outweigh any realisable value.

3 RECEIPTS AND PAYMENTS ACCOUNT

- 3.1 A summary of the Joint Liquidators' receipts and payments for the entire period of the Liquidation, including the period from 19 February 2017 to 18 February 2018, is attached at Appendix A.

4 OUTCOME FOR CREDITORS

Secured Creditors

- 4.1 National Westminster Bank PLC ("NatWest") hold a debenture incorporating fixed and floating charges, created on 26 November 1996 and registered on 29 November 1996. At the date of Liquidation, NatWest were owed £75,750. Due to insufficient realisations, there will be no distribution to the secured creditor.
- 4.2 Andrew Warwick and Susan Warwick hold security by way of a rent deposit deed in relation to 1 Redfields Industrial Estate, Unit 1, Fleet, Hampshire GU52 0RD, created on 13 January 2011 and registered on 20 January 2011. Due to insufficient asset realisations, no distribution will be issued to them, other than any deposit previously held by them.

Preferential Creditors

- 4.3 At the date of Liquidation, there were seven preferential creditors, with estimated claims totalling £12,025.
- 4.4 No claims have been received.

Prescribed Part

- 4.5 The net assets of the Company are below the statutory minimum for the setting aside of a prescribed part.

Ordinary Unsecured Creditors

- 4.6 At the date of Liquidation, there were 11 ordinary unsecured creditors, with estimated claims totalling £212,776. Claims totalling £237,826 were received.

4.7 The funds realised have already been distributed or used or allocated for paying the expenses of the Liquidation. As a result, there will be no dividend to the ordinary unsecured creditors.

4.8 The Joint Liquidators have collated and acknowledged (where requested) the claims of the ordinary unsecured creditors, although, in view of the fact that there will be no distribution to this class of creditor, unsecured claims have not been formally agreed.

5 INVESTIGATIONS

5.1 As previously reported, following the initial assessment, no detailed investigations were considered to be required by the Joint Liquidators. Nothing further has been brought to the attention of the Joint Liquidators during the period of this report.

6 JOINT LIQUIDATORS' REMUNERATION, EXPENSES AND DISBURSEMENTS AND CREDITORS' RIGHTS

Remuneration

6.1 A fee of £7,500 for the preparation of the statement of affairs was approved by creditors on 19 February 2016. £7,500 has been drawn, of which £1,000 was paid to Stewart & Co for their assistance in preparing the Company's statement of affairs.

6.2 On 24 March 2016, creditors resolved by way of business by correspondence, that the Joint Liquidators' remuneration be payable by reference to time properly given by them and their staff in attending to matters arising in the Liquidation as set out in the fees estimate dated 8 March 2016 (for an amount totalling £19,650). The Joint Liquidators' time costs from 19 February 2017 to 18 February 2018 are £8,293, which represents 40.3 hours at an average hourly rate of £205.78. Attached at Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the period from 19 February 2017 to 18 February 2018, together with a detailed description of work undertaken attributable to each category of time costs and an explanation of why it was necessary for that work to be performed. Total time costs from the commencement of the Liquidation amount to £23,175.

6.3 At Appendix C is a comparison of categorised time costs incurred and the estimated time costs as per the original fees estimate. You will note that the categories of time costs incurred do not generally exceed those as set out in the fees estimate. The areas where significant variance has occurred, is detailed further at Appendix B and are in respect of the following:

- Receipts and Payments
- Assets
- Liabilities
- Debenture Holder
- Post Appointment Creditor Reporting

6.4 Whilst total time costs of £23,175 are in excess of the fees estimate, it is not expected that remuneration anticipated to be drawn by the Joint Liquidators' will exceed the fees estimate.

6.5 Fees totalling £10,000 have been drawn, all of which has been paid during the year ending 18 February 2018.

Expenses

- 6.6 A comparison of the Joint Liquidators' expenses from 19 February 2017 to 18 February 2018 and the Joint Liquidators' statement of likely expenses is attached at Appendix D. To assist creditors' understanding of this information, it has been separated into the following two categories:
- *Standard Expenses*: this category includes expenses payable by virtue of the nature of the liquidation process and / or payable in order to comply with legal or regulatory requirements.
 - *Case Specific Expenses*: this category includes expenses likely to be payable by the Joint Liquidators in carrying out their duties in dealing with issues arising in this particular Liquidation. Included within this category are costs that are directly referable to the Liquidation but are not paid to an independent third party (and which may include an element of allocated costs). These are known as 'category 2 disbursements' and they may not be drawn without creditor approval.
- 6.7 On 24 March 2016, creditors resolved that the Joint Liquidators be authorised to draw category 2 disbursements.
- 6.8 You will note that, in general, the nature and value of expenses incurred to date fall within those anticipated within the original statement of expenses.
- 6.9 Attached at Appendix E is additional information in relation to the firm's policy on staffing, the use of subcontractors, disbursements and details of current charge-out rates by staff grade.
- 6.10 During the Liquidation, the following professional advisors and / or subcontractors have been used:

Name of Professional Advisor	Service Provided	Basis of Fees
Cerberus Receivables	Debtor Collections	Percentage of Realisations
Charles Taylor	Asset valuation and disposal	Time Costs and Percentage of Realisations
CAPA	Rates Review	Percentage of Realisations
EK Employment Law Consultants	ERA Work	Fixed Fee

Creditors' Rights

- 6.11 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, a secured creditor, or an unsecured creditor with either the concurrence of at least five per cent in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may request in writing that the Joint Liquidators provide further information about their remuneration or expenses, which have been itemised in this report.
- 6.12 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10 per cent in value of the unsecured creditors (including that creditor) or the permission of the court, may within eight weeks of receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question, make an application to court on the grounds that, in all the circumstances, the basis fixed for the Joint Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Liquidators, as set out in the progress report, are excessive.
- 6.13 Unless the court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the Liquidation.

7 MATTERS STILL TO BE DEALT WITH

- 7.1 Matters still to be dealt with before conclusion of the Liquidation include the following:
- The unpaid remuneration and expenses will need to be paid.

8 OTHER MATTERS

- 8.1 For your information, a creditor's guide to liquidators' fees, which sets out the rights of creditors and other interested parties under the insolvency legislation, may be accessed via the following link:

<https://www.r3.org.uk/what-we-do/publications/professional/fees>

- 8.2 If you would prefer this to be sent to you in hard copy form, please contact Sidhra Qadoos of this office on 0161 413 0930.

- 8.3 Creditors are also encouraged to visit the following website, which provides a step by step guide designed to help creditors navigate through an insolvency process:

<http://www.creditorinsolvencyguide.co.uk>

- 8.4 The Joint Liquidators are bound by the Insolvency Code of Ethics, which can be found at:

<https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>

Yours faithfully

MARTIN MALONEY
JOINT LIQUIDATOR

Martin Maloney and John Titley are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 9628 and 8617, respectively

APPENDIX A

**SUMMARY OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS
FROM 19 FEBRUARY 2016 TO 18 FEBRUARY 2018**

	Estimated to Realise	As at 18 February 2017	Movements in the Period	As at 18 February 2018
	£	£	£	£
RECEIPTS				
Connected Debtor	Uncertain	-	-	-
Stock	450	-	-	-
Office Furniture and Equipment	550	-	-	-
Debtors	30,919	-	27,649.96	27,649.96
Motor Vehicles	5,305	3,561.00	-	3,561.00
	36,224	3,561.00	27,649.96	31,210.96
Rates Refund		504.92	-	504.92
Bank Interest		0.22	3.61	3.83
		4,066.14	27,653.57	31,719.71
PAYMENTS				
Bordereau Fee		-	90.00	90.00
Anti-Money Laundering Checks		-	10.00	10.00
Software Licence Fee		-	87.00	87.00
Statutory Advertising		-	241.65	241.65
Document Upload Fee		-	7.00	7.00
Debt Collection Fees and Expenses		-	5,529.99	5,529.99
Professional Fees		576.23	-	576.23
Agent Fees and Expenses		1,400.00	-	1,400.00
Statement of Affairs Fee		1,000.00	6,500.00	7,500.00
Joint Liquidators' Remuneration		-	10,000.00	10,000.00
TOTAL COSTS AND CHARGES INCURRED		2,976.23	22,465.64	25,441.87
BALANCE		1,089.91	5,187.93	6,277.84
MADE UP AS FOLLOWS				
Balance at Bank		1,206.86	663.58	1,870.44
VAT Control Account		(116.95)	4,524.35	4,407.40
		1,089.91	5,187.93	6,277.84

APPENDIX B

SUMMARY OF JOINT LIQUIDATORS' TIME COSTS
FROM 19 FEBRUARY 2017 TO 18 FEBRUARY 2018

	Director		Manager 1		Manager 2		Administrator 3		Administrator 4		Total		Average	
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Hourly Rate £	Hourly Rate £
Statutory and Review	1	45.00	22	803.00	-	-	-	-	22	330.00	45	1,178.00	261.78	
Receipts and Payments	-	-	11	401.50	-	-	-	-	115	1,725.00	126	2,126.50	168.77	
Assets	-	-	-	-	23	736.00	31	651.00	76	1,140.00	130	2,527.00	194.38	
Liabilities	10	450.00	3	109.50	15	480.00	41	861.00	-	-	69	1,900.50	275.43	
General Administration	-	-	-	-	-	-	11	231.00	22	330.00	33	561.00	170.00	
Total	11	495.00	36	1,314.00	38	1,216.00	83	1,743.00	235	3,525.00	403	8,293.00		
Average Hourly Rate (£)		450.00		365.00		320.00		210.00		150.00		205.78		
All Units are 6 minutes														

**DETAILED NARRATIVE OF WORK PERFORMED BY THE JOINT LIQUIDATORS AND THEIR STAFF IN THE
PERIOD 19 FEBRUARY 2017 TO 18 FEBRUARY 2018**

Statutory and Review

This category of activity encompasses work undertaken for both statutory and case-management purposes. Whilst this work will not directly result in any monetary value for creditors, it will ensure that the case is managed efficiently and resourced appropriately, which will be of benefit to all creditors. The work to be carried out under this category will comprise the following:

- Case-management reviews. These will be carried out periodically throughout the life of the case. A month one review is undertaken by the firm's compliance team to ensure that all statutory and best practice matters have been dealt with appropriately. *As the case progresses, further six monthly reviews are undertaken to ensure that the case is progressing as planned.*
- Allocation of staff, management of staff, case resourcing and budgeting.
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9.
- Review of work carried out by more junior members of staff to ensure quality of work and adherence to standards, legislation and best practice.
- The team is required under the Company Directors Disqualification Act 1986 to review the Company's records and consider information provided by creditors on the conduct of the all directors involved with the Company during the three years leading up to the insolvency. This will result in the preparation and submission of statutory returns or reports on all directors to the Insolvency Service. Evidence of unfit conduct can result in directors being disqualified for periods of up to 15 years.
- Review of directors' statement of affairs and filing of document at Companies House in accordance with statutory requirements.

Receipts and Payments

This category of work will not result in a direct financial benefit for creditors; however, close monitoring of case bank accounts is essential to ensure that bank interest is maximised where possible, estate expenses are properly managed and kept to a minimum and amounts payable to creditors are identified and distributed promptly.

- Opening of case bank accounts.
- Management of case bank account(s) to ensure compliance with relevant risk management procedures.
- Regular review of the accounts by senior member of staff to ensure that fixed and floating charge assets have been properly identified.
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports.
- Timely completion of all post-appointment tax and VAT returns.
- Managing estate expenses.

There is a variance of £1,544 in relation to this category of time. Time was incurred in posting payments into the Liquidation account from collection agents. Further time was incurred in reconciling accounts and posting other payments made. Time was also incurred in preparing receipts and payments accounts for reports to creditors.

APPENDIX B (CONT'D)

Insurance, Bonding and Pensions

Insolvency Practitioners are obliged to comply with certain statutory requirements when conducting their cases. Some of these requirements are in place to protect Company assets (see insurance and bonding matters below), whilst requirements in respect of Company pension schemes are there to protect the pension funds of Company employees. Whilst there is no direct financial benefit to Company creditors in dealing with these, close control of case expenditure is crucial to delivering maximum returns to the appropriate class of creditor.

- Notification and progression of post-appointment insurance claims.
- Periodic review of insurance requirements over physical assets, to minimise costs to the estate.
- Calculation and request of Joint Liquidators' bond in accordance with the Insolvency Practitioners Regulations 2005. A bond is a legal requirement on all Liquidations and is essentially an insurance policy to protect creditors against the fraud or dishonesty of the Insolvency Practitioner. The bond is calculated by reference to the value of assets which are estimated before costs, to be available to unsecured creditors.
- Periodic review of bonding requirements to ensure that creditors are appropriately protected. The bond is reviewed upon each large receipt of monies into the case and also at three month intervals in accordance with best practice.
- Conducting online checks to identify whether the Company operated a registered pension scheme.
- Review of financial records to identify whether any payments were made by the Company into a pension scheme.

Assets

- Agreeing strategy for realisation of Company assets
- Reviewing aged debtor lists and reviewing copy invoices
- Instruction provided to Cerberus Receivables to pursue outstanding debtors due to the Company.
- Liaising with agents regarding collections
- Liaising with Company's bankers re pre-appointment bank accounts.
- *Identification and return of third party assets, if any.*
- Identification and dealing with any assets subject to retention of title.
- Personal guarantees.

There is a variance of £3,325 in relation to this category of time. Significant time was incurred in collating and reviewing the required documentation and copy invoices to establish if debtors could be pursued. Time was incurred in liaising matters with the director, who was later dis-instructed from pursuing debtors. Further time than that which was initially anticipated was incurred in liaising collections with agents.

Liabilities

This category of time includes both statutory and non-statutory matters.

Statutory

- Processing of claims from the Company's creditors – All claims received from the Company's 19 creditors will be logged. In this instance, it is not anticipated that there will be sufficient funds available to enable a distribution to be made to the unsecured creditors of the Company and therefore claims are not being formally agreed at this stage.
- Preparation and submission of periodic progress reports to creditors.

Non statutory

- Dealing with enquiries from the Company's creditors – This will include dealing with creditors general queries by post, telephone and email. Time will also be incurred providing updates to the secured creditors on the progress of the Liquidation.

There was a variance of £855 in relation to this category of time. Time was incurred in corresponding and dealing with creditor queries.

Debenture Holder

- Correspondence with the debenture holders in respect of their liabilities and the likelihood of it being repaid.

There was a variance of £1,633 relating to this category of time. A significant amount of time was incurred in liaising with secured creditors, and providing regular updates.

General Administration

- General planning matters.
- Setting up and maintaining the Joint Liquidators' records.
- Arranging collection and storage of Company records.
- Dealing with general correspondence and communicating with directors and shareholders.

Appointment

- Statutory notifications to creditors and other interested parties following the Joint Liquidators' appointment.
- Preparation of case plan.

Post-Appointment Creditors' Reporting

- Preparation of fees estimate and statement of expenses in accordance with Insolvency (Amendment) Rules 2015.
- Convening a decision of the creditors to agree fees estimate with appropriate body of creditors.
- Reporting on outcome of voting.

There is a variance of £992 in relation to this category of time. Time was incurred in preparing and reviewing fee estimate reports to creditors and reporting the outcome of decision made by creditors. Time has also been spent drafting, reviewing and circulating annual progress reports to all known creditors.

Investigations

- Collecting and reviewing the Company's records.
- Conducting initial investigations into the Company's affairs/records to identify the possibility of further realisations and enable the submission of returns due under the Company Directors Disqualification Act 1986. Any investigations completed to enable the submission of returns under the Company Directors Disqualification Act 1986 is a statutory requirement and is unlikely to result in any benefit for creditors.

APPENDIX C

SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FOR THE PERIOD FROM 19 FEBRUARY 2016 TO 18 FEBRUARY 2018
INCORPORATING A COMPARISON OF THE JOINT LIQUIDATORS' FEES ESTIMATE

	FEE ESTIMATE			TIME COSTS			VARIANCE	
	Units	Total Cost £	Average Hourly Rate £	Units	Total Cost £	Average Hourly Rate £	Total Cost £	
Statutory and Review	179	4,491.50	250.92	178	4,158.00	233.60	(333.50)	
Receipts and Payments	36	867.50	240.97	138	2,411.50	174.75	1,544.00	
Insurance	10	269.50	269.50	5	105.00	210.00	(164.50)	
Assets	143	4,283.50	299.55	322	7,609.00	236.30	3,325.50	
Liabilities	90	2,328.50	258.72	113	3,183.50	281.73	855.00	
Landlords	9	251.00	278.89	3	78.00	260.00	(173.00)	
Debenture Holder	2	71.00	355.00	81	1,734.00	214.07	1,663.00	
General Administration	108	2,534.00	234.63	30	780.00	260.00	(1,754.00)	
Appointment	58	1,499.50	258.53	34	884.00	260.00	(615.50)	
Post Appointment Creditor Reporting	22	700.00	318.18	49	1,692.00	345.31	992.00	
Investigations	78	2,354.50	301.86	12	540.00	450.00	(1,814.50)	
Total	735	19,650.50		965	23,175.00		3,524.50	
Average Hourly Rate (£)		267.35			240.16			
All Units are 6 minutes								

APPENDIX D

**SUMMARY OF JOINT LIQUIDATORS' EXPENSES FROM 19 FEBRUARY 2017 TO 18 FEBRUARY 2018
INCORPORATING A COMPARISON OF THE OF JOINT LIQUIDATORS' STATEMENT OF LIKELY EXPENSES**

Standard Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
AML Checks	Business Tax Centre	Electronic client verification	10.00	10.00	-	10.00	-
Bond Fee	AUA Insolvency Risk Services	Insurance bond	25.00	90.00	-	90.00	-
Document Hosting	Creditor Web Pelstar	Hosting of documents for creditors	7.00	7.00	7.00	7.00	-
Software Licence Fee	Pelstar	Case management system licence fee	87.00	87.00	-	87.00	-
Statutory Advertising	Courts	Advertising	241.65	241.65	-	241.65	-
		Total standard expenses	370.65	435.65	7.00	435.65	-

Case Specific Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Debt Collection Fees and Expenses	Cerberus Receivables	Collection of outstanding book debts	6,183.80	5,529.99	5,529.99	5,529.99	-
Agent Fees	Auctus	Costs of appointed solicitors	500.00	1,400.00	-	1400.00	-
Professional Fees	EK Employment	Category 2 disbursement requiring specific creditor / committee approval	-	450.00	-	450.00	-
Professional Fees	CAPA	Insurance of the freehold property, plant and machinery and motor vehicles	-	126.23	-	126.23	-
		Total case specific expenses	6,683.80	7,506.22	5,529.99	7,506.22	-

LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS

The following Leonard Curtis policy information is considered to be relevant to creditors:

Staff Allocation and Charge Out Rates

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged.

Where it has been agreed by resolution that the office holders' remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters as set out in a fees estimate, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rate given below.

The following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

	Standard	Complex
	£	£
Director	450	562
Senior Manager	410	512
Manager 1	365	456
Manager 2	320	400
Administrator 1	260	325
Administrator 2	230	287
Administrator 3	210	262
Administrator 4	150	187
Support	0	0

Office holders' remuneration may include costs incurred by the firm's in-house legal team, who may be used for non-contentious matters pertaining to the insolvency appointment.

Subcontractors

Where we subcontract out work that could otherwise be carried out by the office holder or his/her staff, this will be drawn to the attention of creditors in any report which incorporates a request for approval of the basis upon which remuneration may be charged. An explanation of why the work has been subcontracted out will also be provided.

Professional Advisors

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements.

The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

Expenses

We are required to provide creditors with an estimate of the expenses we expect to be incurred in respect of an assignment and report back to them on actual expenses incurred and paid in our periodic progress reports. There are two broad categories of expenses: standard expenses and case specific expenses. These are explained in more detail below:

- a) **Standard Expenses** – this category includes expenses which are payable in order to comply with legal or regulatory requirements and therefore will generally be incurred on every case. They will include:

Aztech Services (Fleet) Limited – In Creditors' Voluntary Liquidation

Type	Description	Amount																								
AML checks	Electronic client verification in compliance with the Money Laundering Regulations 2007	£5.00 plus VAT per individual																								
Bond / Bordereau fee	Insurance bond to protect the insolvent entity against and losses suffered as a result of the fraud or dishonesty of the IP	£10.00 to £1,200.00 dependent on value of assets within case																								
Company searches	Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service																								
Document hosting	Hosting of documents for creditors/shareholders	<table><tr><th>Type</th><th>First 100</th><th>Every addtl 10</th></tr><tr><td>ADM</td><td>£14.00</td><td>£1.40</td></tr><tr><td>CVL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>MVL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>CPL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>CVA</td><td>£10.00</td><td>£1.00</td></tr><tr><td>BKY</td><td>£10.00</td><td>£1.00</td></tr><tr><td>IVA</td><td colspan="2">£10 p.a. or £25 for life of case</td></tr></table>	Type	First 100	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p.a. or £25 for life of case	
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IVA	£10 p.a. or £25 for life of case																									
Post re-direction	Redirection of post from Company's premises to office-holders' address	0-3 months £185.00 3-6 months £275.00 6-12 months £445.00																								
Software Licence fee	Payable to software provider for use of case management system	£87.00 plus VAT per case																								
Statutory advertising	Advertising of appointment, notice of meetings etc. - London Gazette - Other	£83.02 plus VAT per advert Dependent upon advert and publication																								
Storage costs	Costs of storage of case books and records	£5.07 plus VAT per box per annum plus handling charges																								

- b) Case-specific expenses – this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include:

Type	Description	Amount
Agents' fees	Costs of appointed agents in valuing and realising assets	Time costs plus disbursements plus VAT
Debt Collection fees	Costs of appointed debt collectors in realising debts	Generally agreed as a % of realisations plus disbursements plus VAT
Legal fees	Costs of externally appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any reviewable transactions.	Time costs plus disbursements plus VAT
Other disbursements	See disbursements section below	See disbursements section below

Disbursements

Included within both of the above categories of expenses are disbursements, being amounts paid firstly by Leonard Curtis on behalf of the insolvent entity and then recovered from the entity at a later stage. These are described as Category 1 and Category 2 disbursements.

- a) Category 1 disbursements. These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.
- b) Category 2 disbursements. These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

Internal photocopying	10p per copy
General stationery, postage, telephone etc	£100 per 100 creditors/ members or part thereof
Storage of office files (6 years)	£81.25 per box
Business mileage	45p per mile

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration

Proof of Debt – General Form

CREDITORS' VOLUNTARY LIQUIDATION

RELEVANT DATE FOR CLAIMS: 19 FEBRUARY 2016

Name of Company in Liquidation:

AZTECH SERVICES (FLEET) LIMITED

Company registration number:

[Liquidation only]

03252060

1 Name of creditor
(If a company, provide the company registration number).

2 Correspondence address of creditor (including any email address)

3 Total amount of claim (£)
(include any Value Added Tax)

4 If amount in 3 above includes (£)
outstanding uncapitalised interest, state amount.

5 Details of how and when the debt was incurred.
(If you need more space, attach a continuation sheet to this form)

6 Details of any security held, the value of the security and the date it was given.

7 Details of any reservation of title claimed in respect of goods supplied to which the debt relates.

8 Details of any document by reference to which the debt can be substantiated

APPENDIX F (CONT'D)

9 Signature of creditor
(or person authorised to act on the creditor's behalf)

10 Date of signature

11 Address of person signing if different from 2 above

12 Name in BLOCK LETTERS:

13 Position with, or relation to, creditor

Admitted to vote for

Amount (£)

Date

Liquidator

Admitted for dividend for

Amount (£)

Date

Liquidator

Notes.

1 There is no need to attach them now but the office holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convenor of any qualifying decision procedure.

2. This form can be authenticated for submission by email by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office holder. If completing on behalf of a company, please state your relationship to the company.