

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

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

### 1 Company details

Company number 0 3 2 5 3 3 7 2  
Company name in full LANCE PUBLISHING LIMITED

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

### 2 Liquidator's name

Full forename(s) Graham Stuart  
Surname Wolloff

### 3 Liquidator's address

Building name/number Brightfield Business Hub  
Street Bakewell Road  
Post town Orton Southgate  
County/Region Peterborough  
Postcode P E 2 6 X U  
Country

### 4 Liquidator's name ①

Full forename(s) Mark Grahame  
Surname Tailby

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

### 5 Liquidator's address ②

Building name/number 8 Warren Park Way  
Street Enderby  
Post town Leicester  
County/Region  
Postcode L E 1 9 4 S A  
Country

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

# LIQ03

## Notice of progress report in voluntary winding up

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### Period of progress report

From date	<sup>d</sup> 2	<sup>d</sup> 5	<sup>m</sup> 0	<sup>m</sup> 9	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9	
To date	<sup>d</sup> 2	<sup>d</sup> 4	<sup>m</sup> 0	<sup>m</sup> 9	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0	


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### Progress report

	<input checked="" type="checkbox"/> The progress report is attached	
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### Sign and date

Liquidator's signature	<div>Signature</div> <div>  </div>	
Signature date	<div> <sup>d</sup>0           <sup>d</sup>8           <sup>m</sup>1           <sup>m</sup>2           <sup>y</sup>2           <sup>y</sup>0           <sup>y</sup>2           <sup>y</sup>0         </div>	

# 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 **Graham Stuart Wolloff**

Company name **Elwell Watchorn & Saxton LLP**

Address **8 Warren Park Way**

**Enderby**

Post town **Leicester**

County/Region

Postcode **L E 1 9 4 S A**

Country

DX

Telephone **03300 889038**



### Checklist

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



### Important information

**All information on this form will appear on the public record.**



### Where to send

**You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:**

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.



### Further information

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**



ELWELLWATCHORN SAXTON

**Private and Confidential**

Our ref LAN05/GSW/MGT/DG/AA.07

Date 25 November 2020

**TO ALL KNOWN MEMBERS & CREDITORS**

Dear Sirs

**LANCE PUBLISHING LIMITED ("the Company")  
IN CREDITORS VOLUNTARY LIQUIDATION**

This is my report to members and creditors following the 2nd anniversary of my appointment as Joint Liquidator. This report should be read in conjunction with my previous progress report.

I attach the following additional information:

- a) Receipts and payments account.
- b) Additional details of work undertaken in this reporting period.
- c) Schedule of remuneration and case expenses; with further information

Elwell Watchorn & Saxton LLP uses personal information in order to fulfil the legal obligations of our Insolvency Practitioners under the Insolvency Act and other relevant legislation, and also to fulfil the legitimate interests of keeping creditors and others informed about the insolvency proceedings. You can find more information on how Elwell Watchorn & Saxton LLP uses your personal information on our website at <http://www.ewslip.co.uk/privacy/stakeholders> or, if a shareholder, at [www.ewslip.co.uk/privacy/directors-shareholders-owners](http://www.ewslip.co.uk/privacy/directors-shareholders-owners).

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Denise Gordon by email at [d.gordon@ewslip.co.uk](mailto:d.gordon@ewslip.co.uk), or by phone on 01509 815150.

**Disclaimer**

This report has been circulated for the sole purpose of providing creditors with an update for information purposes only to fulfil the necessary statutory requirement. The contents are private and confidential and may not be relied upon, referred to, reproduced in whole or in part or otherwise used by creditors for any purpose other than providing an update for them for information purposes, or by any other person for any purpose whatsoever.

Yours faithfully

Graham Stuart Wolloff  
Joint Liquidator  
Licensed in the United Kingdom to act as an insolvency practitioner  
by the Insolvency Practitioners Association

Tel

Fax

Email

Web



**LANCE PUBLISHING LIMITED – In Creditors’ Voluntary Liquidation**  
**LIQUIDATORS’ PROGRESS REPORT TO CREDITORS AND MEMBERS**

**For the period ending 24 September 2020**

**STATUTORY INFORMATION**

Company name:	LANCE PUBLISHING LIMITED
Registered office:	109 Swan Street Sileby Leicestershire LE12 7NN
Former registered office:	1st Floor Tailby House Bath Road Kettering NN16 8NL
Registered number:	03253372
Liquidators’ names:	Graham Stuart Wolloff and Mark Grahame Tailby
Liquidators’ address:	109 Swan Street, Sileby, Leicestershire, LE12 7NN
Liquidators’ date of appointment:	25 September 2018
Actions of Joint Liquidators:	Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Liquidators acting jointly or alone

**LIQUIDATORS’ ACTIONS SINCE LAST REPORT**

The principal matters undertaken comprise statutory notification to creditors, liaising with NEST regarding the company’s pension scheme and a review of the company’s affairs.

There is certain work that I am required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the creditors. These activities specifically include returns required by the Crown and statutory reporting requirements dictated by the insolvency legislation, this report being one such example. A description of the routine work undertaken since my last progress report is contained in the Schedule of further information attached.

**RECEIPTS AND PAYMENTS**

My Receipts & Payments Account for the period from 25 September 2019 to 24 September 2020 is attached.

The balance of funds is held in an interest-bearing estate bank account.

## **ASSETS**

### Furniture and Office Equipment

As I outlined in my previous report, a sale of the furniture and equipment was agreed and completed, to a connected company Lance Print, of which Michael Urban is also a director. Payment of £2,999.95 has been received in full.

### Goodwill

The estimated Statement of Affairs included an amount for goodwill which was estimated to realise £2,320. This was based upon the value of work that was brought in by clients who subsequently transferred their business to Lance Print. This remains due and payable; subject to the agreement of a counter-charge for assistance provided in realising the debtors.

### Debtors

The surplus from the factored debtors totals £14,933.06 of which £12,203.34 has been realised in the period.

An additional book debt of £168 has also been realised.

### Bank Interest

Bank interest of £0.60 has been realised in the period.

## **LIABILITIES**

### Factoring and Fixed charge creditor

As previously reported, the company had entered into a factoring agreement with SME Invoice Finance Limited, supported by a debenture dated 18 August 2010. That agreement and security was subsequently transferred to Metro Bank PLC. Metro Bank have realised the debtors with the assistance of the director, Mr Urban. An amount of £12,203.34 has been paid to Metro Bank Plc under their charge.

### Secured creditors

There are no other secured creditors of the company.

### Preferential Creditors

The statement of affairs anticipated £5,868 in preferential creditors. All claims in this category relate to the employees, and were subsequently paid by the Redundancy Payments Service, in the last period.

A preferential claim of £2,823.31 has been received from the Redundancy Payments Office.

### Crown Creditors

HMRC's final claim of £22,866 has been received in the liquidation.

### Non-preferential unsecured Creditors

The statement of affairs included nine non-preferential unsecured creditors with an estimated total liability of £122,872. I have received claims from four creditors at a total of £92,860.16.

There are no funds available for a dividend to be payable to the non-preferential creditors and therefore we have not taken steps to formally admit claims received.

## **PRE-APPOINTMENT REMUNERATION**

The creditors previously authorised the payment of a fee of £5,000 plus VAT and associated disbursements of £200 for my assistance with preparing the statement of affairs and arranging the decision procedure for creditors to appoint a joint liquidator.

## **LIQUIDATORS' REMUNERATION**

We sought creditor approval for decisions fixing the basis of our remuneration and disbursements. This decision was sought under rule 15.8(1) with a decision date of 13 December 2019. However, no votes were received by the decision date and the basis of the joint liquidators' remuneration and disbursements were not approved. Therefore, I have not been able to draw any remuneration in this matter.

A decision on whether to apply to Court to determine my remuneration will be made once the asset realisations have been completed.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors Guide to Liquidators' Fees' also published by R3 can be found at <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/more/29114/page/1/guide-to-liquidators-fees/>. Please note that there are different versions of the Guidance Notes and in this case you should refer to the April 2017 version. Details of the firm's charging policy are included in the enclosed Schedule of remuneration and case expenses, with further information.

## **LIQUIDATORS' EXPENSES**

I have incurred expenses to 24 September 2020 of £613.35 of which £138.60 was incurred in the period since 25 September 2019.

I have drawn £613.35 to date of which £138.60 was drawn in the period since 25 September 2019, which includes £10 in relation to document hosting and £128.60 in relation to storage and destruction of records.

### ***Professional advisors engaged***

As I explained in my previous report, John Pye & Sons Limited, Auctioneers and Valuers, and specialists in dealing with insolvent company assets, were engaged to provide valuation and sale advice. The fee agreed and paid, during the previous reporting period, was £750 plus VAT.

## **FURTHER INFORMATION**

An unsecured creditor may, with the permission of the Court, or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question), request further details of the Joint Liquidators' remuneration and expenses within 21 days of their receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the Court, or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question), apply to Court to challenge the amount of remuneration charged by the Joint Liquidator as being excessive, and/or the basis of the Liquidators' remuneration, and/or the amount of the expenses incurred

as being excessive, within 8 weeks of their receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

Further details are included in the attached Schedule of remuneration and case expenses; with further information.

To comply with the Provision of Services Regulations, some general information about Elwell Watchorn & Saxton LLP can be found at <https://ewslp.co.uk/downloads>.

## **SUMMARY**

In summary, the following key matters remain outstanding: -

- to finalise the company's pension matters
- to conclude the debtor realisation and the cross-charge relating to the goodwill realisation
- to deal with the approval of disbursements and remuneration if appropriate
- thereafter, to issue our final report and progress the case to closure

The Liquidation will remain open until these matters have been fully resolved. I estimate that this will take approximately 9 months and once resolved the Liquidation will be finalised and our files will be closed.

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Denise Gordon on 01509 815150, or by email at [d.gordon@ewslp.co.uk](mailto:d.gordon@ewslp.co.uk).



Graham Stuart Wolloff  
Joint Liquidator  
Licensed in the United Kingdom to act as an insolvency practitioner  
by the Insolvency Practitioners Association



**LANCE PUBLISHING LIMITED**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

	From 25/09/2019 To 24/09/2020 £	From 25/09/2018 To 24/09/2020 £
<b>SECURED ASSETS</b>		
Factored Book Debts	<u>12,203.34</u>	<u>14,933.06</u>
	12,203.34	14,933.06
<b>COSTS OF REALISATION</b>		
Debt Collection Fees	<u>-</u>	<u>(60.00)</u>
	-	(60.00)
<b>SECURED CREDITORS</b>		
Metro Bank PLC	<u>(12,203.34)</u>	<u>(12,203.34)</u>
	(12,203.34)	(12,203.34)
<b>ASSET REALISATIONS</b>		
Furniture & Equipment	-	2,999.95
Goodwill	-	-
Book Debts	-	168.00
Bank Interest	<u>0.60</u>	<u>2.97</u>
	0.60	3,170.92
<b>COST OF REALISATIONS</b>		
Agents/Valuers Fees		(750.00)
Bordereau Premium	-	(80.00)
Document Hosting	(10.00)	(20.00)
Preparation of Statement of Affairs	-	(4,000.00)
Statutory Advertising	-	(384.75)
Storage and destruction of records	<u>(128.60)</u>	<u>(128.60)</u>
	(138.60)	(5,363.35)
<b>PREFERENTIAL CREDITORS</b>		
Employee Arrears/Holiday Pay	-	-
	-	-
<b>UNSECURED CREDITORS</b>		
Connected Party/Director Loan Account	-	-
Employee Claims	-	-
HM Revenue and Customs	-	-
Trade & Expense Creditors	<u>-</u>	<u>-</u>
	-	-
<b>DISTRIBUTIONS</b>		
Ordinary Shareholders	<u>-</u>	<u>-</u>
	-	-
	<b>(138.00)</b>	<b>477.29</b>
<b>REPRESENTED BY</b>		
Current Account - Interest Bearing		477.29
		<u><b>477.29</b></u>

## **LANCE PUBLISHING LIMITED – In Creditors' Voluntary Liquidation**

### **Additional details of work undertaken in this reporting period**

#### ***Administration***

This represents the work involved in the routine administrative functions of the case by the office holders and their staff, together with the control and supervision of the work done on the case by the office holders and their managers. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holders to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

- Convening a decision procedure to seek a decision from creditors to approve the officeholders' remuneration.
- Dealing with all routine correspondence and emails relating to the case.
- Maintaining and managing the office holder's estate bank account.
- Maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing annual progress reports to creditors and members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.
- Liaising with NEST in respect of the pension scheme

#### ***Creditors***

Contextual Information:

- a) Number of known creditors in this case: **22**
- a) Number of former employees in this case: **12**

Employees - The office holders need to deal with the ex-employees in order to ensure that their claims are processed appropriately by the Redundancy Payments Office (RPO). The office holders are required to undertake this work as part of their statutory functions.

Claims of creditors - the office holders need to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holders also need to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holders are required to undertake this work as part of his statutory functions.

- Liaising with the Redundancy Payments Office regarding employee claims.

**LANCE PUBLISHING LIMITED  
IN CREDITORS VOLUNTARY LIQUIDATION**

**SCHEDULE OF REMUNERATION AND CASE EXPENSES;  
WITH FURTHER INFORMATION**

It is the firm's policy that all staff involved on an assignment will record all time spent on dealing with matters arising on that client and that the time will be categorised to show the type of activity carried out. The charge out rates of licensed insolvency practitioners, directors and managers do not therefore include provisions for time spent by secretaries, cashiers and support staff. From 1 October 2015, additional categories of staff activity have been introduced to facilitate more detailed reporting where it is appropriate to do so.

Irrespective of any basis of remuneration agreed, the legislation requires that time spent by all staff on a case is recorded. The recorded time cost is calculated by multiplying the time spent by the individual by their charge-out rate. Time is recorded in units of 6 minutes, with 10 units making up each hour of time spent. Charge-out rates are reviewed annually and are subject to change without prior notice. Full details of the rates applied to a specific case are available on application.

Although for most appointments, the legislation allows the office holders to seek to be remunerated on a combination of any or all of the following bases;

- a. A time cost basis
- a. A percentage of the value of the property dealt with by the office holders (realisations and / or distributions)
- b. A fixed fee

it is the Firm's current policy to seek remuneration on (a) a time cost basis for insolvent appointments.

The arrangements regarding office holders' remuneration do not however apply to Members Voluntary Liquidations (MVL's), Company Voluntary Arrangements (CVA's) or Individual Voluntary Arrangements (IVA's). In MVL's, the company members agree the fee basis, usually as a fixed fee. In VA's, the fee basis is incorporated in the arrangement proposal which creditors agree when they approve the arrangement.

Office holders' remuneration is subject to VAT with the exception of VA's which are VAT exempt.

The Firm has five grades of staff (including the office holders) as detailed below. The office holders ensure that case assignments have been carried out by appropriate grades of staff. The charge-out rates of the persons involved in this case from commencement to the current time are as follows: -

	<b><i>Charge-out rate at commencement (up to £ per hour)</i></b>
Licensed Insolvency Practitioner	225.00
Director / Senior Manager	175.00
Manager	150.00
Other professionals	135.00
Administrative staff	65.00

Each staff member involved in the case records actual time spent in a computerised time recording system together with a narrative describing the actual work undertaken. Work is analysed by prescribed task descriptors which are recorded under the following standardised categories;

- Administration (including statutory reporting)
- Investigations
- Realisation of assets
- Trading
- Creditors (claims and distribution)

In seeking approval to be remunerated on a time costs basis, the office holders must provide a fee estimate to the creditors which then acts as a cap to ensure that the fees subsequently drawn cannot exceed the fee estimate without the office holders seeking further approval. The office holders must also provide details of the work intended to be undertaken together with details of the hourly rates

proposed to be charged and an estimate of the time envisaged being taken to complete the required work. The office holders will also state whether it is envisaged at this stage whether there may be a future need to seek approval to exceed the original estimate and any reasons for which this could become necessary. To simplify matters, the estimated charges may be presented using a 'blended' (an average time cost) rate for the work carried out detailed in the fee estimate.

Should the office holders subsequently need to seek authority to draw fees in excess of the original fees estimate, details will be provided which include reasons why the original estimate has been or is likely to be exceeded, details of any additional work required to be undertaken, the hourly rates proposed and an estimate of the additional time envisaged being taken to complete the identified work. The office holders will again state whether it is envisaged at this stage whether there may be a future need to seek approval to exceed the estimate and any reasons for which this could become necessary.

Sufficient information will be provided about the appointment to demonstrate how the fee estimate reflects the requirements of the case. This will include any responsibility of an exceptional nature on the office holders, the effectiveness with which functions are carried out and the value and nature of the property dealt with by the office holders.

A guide to help creditors understand the law and their rights in relation to an insolvency process can be found at: <http://www.creditorinsolvencyguide.co.uk>

Additional information regarding how the Insolvency Practitioner will be paid can be downloaded under "Fees" at: <https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/more/29114/page/1/guide-to-liquidators-fees/>

Alternatively, a creditor may obtain a printed copy by contacting this office directly.

### ***Disbursements***

Disbursements incurred by the office holders in connection with the case must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

Category 1 - disbursements not requiring approval represent a re-charge to the estate for direct costs, payable to independent third parties, specifically incurred in the administration of the estate. In certain instances, these costs were initially met from the firm's resources due to the lack of funds available at the time that payment was due.

Category 2 - disbursements requiring approval, represent a charge to the estate for the costs incurred by the firm specifically in relation to the estate. The basis of payment of category 2 disbursements must be approved by creditors prior to any payment being drawn. It is proposed that payment shall be made in respect of Category 2 disbursements as follows: -

- Mileage will be charged at 45p per mile.
- Other disbursements where the firm makes payment to an external party for an expense incurred wholly, exclusively and necessarily in relation to the insolvent estate, will be recharged at cost.

### ***Declaration regarding treatment of VAT and accruals***

In accordance with Statement of Insolvency Practice 7, all entries are shown net of VAT, with VAT recorded on a separate line. The receipts and payments account discloses all receipts and payments in the reporting period. However, there may be additional accrued expenditure due in respect of storage of company records and postage, stationery, telephone, mileage and external disbursements. These charges will be drawn upon case closure in accordance with the resolution already approved by creditors.

### **Fees estimate and current time costs**

#### **Fees estimate**

The table below is the estimate previously provided of the total time and associated time costs anticipated for the input required for all grades of staff to manage this case to full completion.

<b>Work category</b>	<b>Estimated total hours</b>	<b>Estimated time cost £</b>	<b>Blended rate £</b>
Administration (inc statutory reporting)	78.30	10,524.00	
Investigations	3.00	427.00	
Realisation of assets	6.50	877.50	
Creditors (claims and distribution)	18.20	2,457.00	
Anticipated total for all categories of work	106.00	14,285.50	<b>134.77</b>

This estimate was based on the information available at the time to the office holders. Whilst every care was taken to ensure the accuracy of the data presented, it was based on the information presented to the office holders and the experience of the office holders in dealing with cases of a similar level of complexity.

As no votes were received by the decision date, the basis for the joint liquidators remuneration was not approved.

#### **Time costs**

The time costs during the course of our administration for the period covered by this report are summarised below: -.

<b>Work category</b>	<b>Licensed Insolvency Practitioner hours</b>	<b>Director/ Senior Manager hours</b>	<b>Manager hours</b>	<b>Professional staff hours</b>	<b>Admin staff hours</b>	<b>Total hours</b>	<b>Time cost £</b>	<b>Average hourly rate £</b>
Administration (inc statutory reporting)	3.70	7.80	-	9.70	14.80	36.00	3,941.00	109.47
Investigations	-	-	-	-	-	-	-	-
Realisation of assets	-	-	-	1.00	-	1.00	135.00	135.00
Creditors (claims and distribution)	-	-	-	0.20	-	0.20	27.00	135.00
<b>Totals</b>	<b>3.70</b>	<b>7.80</b>	<b>-</b>	<b>10.90</b>	<b>14.80</b>	<b>37.20</b>	<b>4,103.00</b>	<b>110.30</b>

The total time costs during the course of our administration to the end of the current reporting period are summarised below: -.

<i>Work category</i>	<i>Licensed Insolvency Practitioner hours</i>	<i>Director/ Senior Manager hours</i>	<i>Manager hours</i>	<i>Professional staff hours</i>	<i>Admin staff hours</i>	<i>Total hours</i>	<i>Time cost £</i>	<i>Average hourly rate £</i>
Administration (inc statutory reporting)	7.40	8.00	0.30	46.00	21.20	82.90	9,854.00	118.87
Investigations	-	0.10	-	2.70	-	2.80	382.00	136.43
Realisation of assets	-	-	-	2.50	-	2.50	337.50	135.00
Creditors (claims and distribution)	-	-	-	14.40	-	14.40	1,944.00	135.00
<b>Totals</b>	<b>7.40</b>	<b>8.10</b>	<b>0.30</b>	<b>65.60</b>	<b>21.20</b>	<b>102.60</b>	<b>12,517.50</b>	<b>122.00</b>

***Statement of creditors' rights to receive further information and statement of creditors' rights to challenge remuneration and/or expenses***

*Relevant extracts of Rules 18.9 and 18.34 of the Insolvency (England and Wales) Rules 2016*

**Rule 18.9**

- (1) The following may make a written request to the office holder for further information about remuneration or expenses set out in a progress report under Rule 18.4:
  - a secured creditor;
  - an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question); or
  - any unsecured creditor with the permission of the court.
- (2) A request or an application to the court for permission by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one creditor.

**Rule 18.34**

- (1) This rule applies to an application in a winding-up made by a person mentioned in paragraph (2) on the grounds that:
  - the remuneration charged by the office holder is in all the circumstances excessive;
  - the basis fixed for the office-holder's remuneration under Rules 18.16 and 18.20 is inappropriate; or
  - the expenses incurred by the office holder are in all the circumstances excessive.
- (2) The following may make such an application for one or more of the orders set out in Rule 18.36 or 18.37 as applicable:
  - a secured creditor; or
  - an unsecured creditor with either
    - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
    - (i) the permission of the court.
- (3) The application by a creditor must be made no later than eight weeks after receipt by the applicant of the progress report or account under Rule 18.3 which first reports the charging of the remuneration or the incurring of the expenses in question.

A copy of our Standard Terms of Business may be downloaded from:-  
<http://www.ewslip.co.uk/downloads>

Alternatively, a Creditor may obtain a printed copy by contacting this office directly.