

LIQ03

Notice of progress report in voluntary
winding up



Companies House

SATURDAY



A16

A7CKVZCY

18/08/2018

COMPANIES HOUSE

#201

1 Company details

Company number 0 3 5 7 8 2 3 3

Company name in full Masco Limited

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

2 Liquidator's name

Full forename(s) Nicholas

Surname O'Reilly

3 Liquidator's address

Building name/number 88 Wood Street

Street London

Post town EC2V 7QF

County/Region

Postcode

Country

4 Liquidator's name

Full forename(s) Simon

Surname Thomas

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

5 Liquidator's address

Building name/number 88 Wood Street

Street London

Post town EC2V 7QF

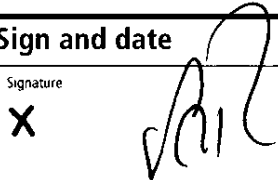
County/Region

Postcode

Country

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

LIQ03
Notice of progress report in voluntary winding up

6	Period of progress report															
From date	d	1	d	4	m	0	m	7	y	2	y	0	y	1	y	7
To date	d	1	d	3	m	0	m	7	y	2	y	0	y	1	y	8
7	Progress report															
<input checked="" type="checkbox"/> The progress report is attached																
8	Sign and date															
Liquidator's signature	Signature 															
Signature date	d		d		m		m		y		y		y		y	

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 **Pippa van der Kooy**Company name **Moorfields**Address **88 Wood Street****London**Post town **EC2V 7QF**

County/Region

Postcode

Country

DX

Telephone **0207 186 1144****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

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

Statement of Affairs £		From 14/07/2017 To 13/07/2018 £	From 14/07/2017 To 13/07/2018 £
	SECURED ASSETS		
103,088.00	Trade Debtors	NIL	NIL
		NIL	NIL
	SECURED CREDITORS		
8,317.00	ABN-Amro Commercial Finance	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
	Plant & Machinery	5,000.00	5,000.00
	Intellectual Property	5.00	5.00
Uncertain	Stocks - Bikes	163,628.00	163,628.00
Uncertain	Stocks - Parts	NIL	NIL
	Book Debts	29,156.99	29,156.99
39,488.00	Cash at Bank and In Hand	30,848.14	30,848.14
11,042.00	Corporation Tax	NIL	NIL
1,000.00	Fixed Assets	NIL	NIL
NIL	Prepayments	NIL	NIL
	Bank Interest Gross	206.87	206.87
Uncertain	Inter-Company Debtor	NIL	NIL
		228,845.00	228,845.00
	COST OF REALISATIONS		
	Agents/Valuers fees	6,633.00	6,633.00
	IT Consultants' Fees	874.00	874.00
	Legal fees	4,600.00	4,600.00
	Accountants' Fees	1,100.00	1,100.00
	Statutory Advertising	84.60	84.60
	Insurance of Assets	112.00	112.00
	Invoice Discounter Termination Charg	2,750.00	2,750.00
		(16,153.60)	(16,153.60)
162,935.00		212,691.40	212,691.40
	REPRESENTED BY		
	Vat Receivable		2,988.32
	Bank 2 Current		243,209.68
	Vat Payable		(33,726.60)
	Vat Control Account		220.00
			212,691.40

Nicholas O'Reilly
Joint Liquidator



Masco Limited
in Creditors' Voluntary Liquidation
("the Company")

Joint Liquidators' First Progress Report
in accordance with
S104A of the Insolvency Act 1986 and
Rule 18.8 of the Insolvency Rules 2016

17 August 2018

+44 (0)20 7186 1144

Moorfields, 88 Wood Street, London EC2V 7QF

+44 (0)20 7186 1177

moorfieldscr.com

info@moorfieldscr.com

Moorfields is the trading name of Moorfields Advisory Limited, registered in England and Wales No 06110132, VAT Number GB181 7929 71. The company's registered office is at 88 Wood Street, London, EC2V 7QF. The Institute of Chartered Accountants in England and Wales authorises Simon Thomas, Aaron Kendall and Nicholas C. Peilly to act as insolvency practitioners in the UK under section 390(2)(a) of the Insolvency Act 1986. Creditors holding as Administrators or Administrative Receivers manage the affairs, business and property of the debtor subject to the appointment and contract only, as agents of the debtor and without personal liability. Creditors holding as Receivers manage the property of the Mortgagor and contract only, as agents of the Mortgagor and without personal liability.

Moorfields is authorised and regulated by the Financial Conduct Authority (FCA) for debt collection.

We may obtain personal data about you when we communicate by email, telephone or other means. For information about how we use your personal data and your legal rights, please read our Privacy Notice available at www.moorfieldscr.com/privacy-policy or contact us at info@moorfieldscr.com.

moorfields

Contents

Section

- 1 Background and Statutory Information
- 2 Progress of the Liquidation
- 3 Outcome for Creditors
- 4 Prescribed Part
- 5 Investigations
- 6 Joint Liquidators' Remuneration
- 7 Creditors' Rights
- 8 Additional Information

Appendices

- I Statutory Information
- II Joint Liquidators' Receipts and Payments Account
- III Time Analysis
- IV Moorfields' Remuneration and Disbursements Policy

Disclaimer:

This report has been prepared for the sole purpose of updating creditors for information purposes. 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 for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

1. Background and Statutory Information

This is the Joint Liquidators' first progress report on the conduct of the liquidations from 14 July 2017 to 13 July 2018, in accordance with Rule 18.8 of the Insolvency Rules 2016.

The Companies entered liquidation on 13 July 2018 and Simon Thomas and Nicholas O'Reilly, both of Moorfields Advisory Limited ("Moorfields"), 88 Wood Street, London EC2V 7QF, were appointed Joint Liquidators ("the Liquidators").

Statutory information relating to the Companies and the Liquidators' appointment is attached at Appendix I.

2. Progress of the Liquidations

The Liquidators' Receipts and Payments Accounts for the period from 13 July 2018 to date are provided at Appendix II. These provide details of the remuneration charged and expenses incurred and paid by the Liquidators during the period of this report and incorporates a comparison to the Directors' Statement of Affairs values.

Moorfields was paid a pre-appointment fee of £10,000 plus VAT to assist the directors in placing the company into Liquidation. No fees have been drawn from the liquidation estate in relation to post appointment matters except for disbursements incurred during the ordinary course of the liquidation. Further information on the Liquidators' remuneration and disbursements can be found in section 6 and 7 below.

My Receipts & Payments Account for the period 14 July 2017 to 13 July 2018, is attached at Appendix II, and details a balance of £243,210.

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

2.1 Asset Realisations

As creditors are aware, Hilco Global ("Hilco") were engaged to provide valuation advice in respect of the Company's assets. Hilco confirmed their independence in terms of acting for the Administrators and that they carry adequate PI insurance in relation to the assignment.

The liquidators would comment specifically as follows:

2.1.1 Cash at Bank

Cash at bank in the sum of £30,848 was realised by the Liquidators during the period. The realisations are lower than the £39,488 presented in the directors' Statement of Affairs reflected in the Liquidators' Receipts and Payments Accounts at Appendix II. This was due to the timing of the appointment.

2.1.2 Book Debts

The Liquidators have undertaken steps to recover book debts due to the Company and realisations of £29,157 have been achieved to date.

2.1.3 Corporation Tax

It is estimated that the Corporation Tax refund due in the sum of £11,042 has been offset against the Crown's claim in the Liquidation.

2.1.4 Stock, Plant and IP

On 14 August 2017, certain assets were sold to KYMCO Healthcare UK Limited in the sum of £168,633 plus VAT which was in line with the valuation. A breakdown of sale consideration is detailed below:

Asset	Sale price £
Stock	163,628
Plant and Machinery	5,000
Intellectual Property	5
Total	168,633

You will note from the Receipts and Payments Account attached that payment has been received in full.

I do not anticipate that any further realisations will be achieved during the Liquidation.

3. Outcome for Creditors

3.1 Secured Creditors

Both the secured creditors, ABN-AMRO commercial Finance PLC and Lloyds Bank PLC ("the Bank") had been repaid prior to my appointment.

3.2 Preferential Creditors

It is likely that any preferential creditors will be paid in full, although the quantum and timing is uncertain at this stage. When the Liquidators are in a position to declare a dividend, creditors will be notified.

3.3 Unsecured Creditors

The Statement of Affairs included 13 unsecured creditors with an estimated total liability of £550,924. I have received claims from 6 creditors totalling £665,832.

Based on the information presently available, there should be sufficient funds to enable the Joint Liquidators to effect a distribution to unsecured creditors in due course. It is difficult at this stage to confirm the timing or quantum of any dividend payment.

4. Prescribed Part

Under the provisions of Section 176A of the Insolvency Act 1986 the Liquidators must state the amount of funds available to unsecured creditors in respect of the Prescribed Part. Based upon present information, it is understood that the secured creditors have been repaid in full prior to the Liquidation and therefore the prescribed part provisions will not apply.

5. Investigations

In accordance with the Company Directors Disqualification Act 1986 the Liquidators confirm their submission of a report on the conduct of the Directors of the Companies to the Department for Business, Energy & Industrial Strategy. As this is a confidential report the contents cannot be disclosed.

Outside of obligatory statutory duties, the Liquidators have not undertaken any further steps outside the scope of that ordinarily required of the liquidator.

The Liquidators are obliged to review all information available and to conduct an initial assessment of whether there are any matters that might lead to a recovery for the benefit of the creditors. This initial assessment included enquiries into any potential claims that may be brought against parties either connected to or who have had past dealings with the Companies.

Having completed this review, the Liquidators have identified no further avenues of recovery.

6. Joint Liquidators' Remuneration

Pre-Appointment Remuneration

The Board previously authorised the payment of a fee of £10,000 plus disbursements plus VAT, for my assistance with preparing the statement of affairs and assisting the directors in holding the decision making process for the appointment of liquidators on 4 July 2017.

The fee for preparing the statement of affairs and assisting the directors in holding the decision making process for the appointment of liquidators were paid pre appointment by the Company.

Liquidators' Remuneration

My remuneration was previously authorised by the creditors by a written resolution dated 9 August 2017. My remuneration was authorised on a time cost basis based on a fee estimate of £72,202.50. The fees estimate acts as a cap and I cannot draw remuneration in excess of that estimate without first seeking approval from the creditors.

My total time costs to 13 July 2018 amount to £43,758, representing 158 hours of work at an average charge out rate of £277 per hour. The actual average charge out rate incurred compares with the estimated average charge out rate of £285 in my fees estimate.

I have not drawn any remuneration in this matter.

A detailed schedule of my time costs incurred to date is attached at Appendix III.

As at 13 July 2018, I do not anticipate that the total time costs I will incur in this matter in respect of the categories of work for which I am being remunerated on a time cost basis will exceed the total estimated remuneration I set out in my fees estimate when my remuneration was authorised by the creditors.

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/>. Details about how an office holder's fees may be approved for each case type are available in a series of Guidance Notes issued with Statement of Insolvency Practice 9, and they can be accessed at www.insolvency-practitioners.org.uk. There are different versions of these Guidance Notes, and in this case please refer to the April 2017 version. Please note that we have also provided further details in the practice fee recovery sheet.

Liquidators' Expenses

During this reporting period, I have incurred expenses of £833, details of which are below:

Type of expense	Amount incurred/ accrued in the reporting period
Mail redirection	£185.00
Statutory bond	£370.00
Travel	£106.15
Sundry expenses	£61.70

I have incurred the following category 2 disbursements in the period since my appointment as Liquidator:

Type of category 2 disbursement	Amount incurred/ accrued in the reporting period
Car mileage	£110.25

moorfields

I have used the following agents or professional advisors in this reporting period and have compared the estimated costs against the fees incurred to date.

Professional Advisor	Nature of Work	Basis of Fees	Estimated Expenses (£)	Expenses Incurred to Date (£)
Hilco Appraisal Limited	Agent/valuers fees	Time costs	10,000	6,633
Scircles.net	Consultants fees	Time costs	-	874
Thursfield Solicitors	Legal fees	Fixed fee	3,500	4,600
Baldwins (Telford) Limited	Accountancy fees	Time costs	-	1,100
TOTAL			13,500	13,207

The choice of professionals used was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. I have reviewed the fees charged and am satisfied that they are reasonable in the circumstances of this case.

The work undertaken by the professionals was required in order to carry out a valuation of the company's assets and assist with the sale, as well as dealing with the Company's pre-appointment tax affairs.

As at 13 July 2018, I do not anticipate that the expenses I will incur in this matter will exceed the total expenses I estimated I would incur when my remuneration was authorised by the creditors.

7. Creditors' Rights

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 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 creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Joint Liquidators' fees and the amount of any proposed expenses or expenses already incurred within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

8. Additional Information

The Liquidation will remain open until all realisations have been finalised and distributions made have been resolved and distributions made. I estimate that this will take approximately 1 year and once resolved the Liquidation will be finalised and our files will be closed.

To comply with the Provision of Services Regulations, some general information about Moorfields, including about our complaints policy and Professional Indemnity Insurance, can be found at <http://www.moorfieldscr.com/terms-and-conditions>.

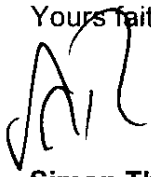
moorfields

In accordance with the provisions of the General Data Protection Regulations the lawful basis for processing your personal data is in order to comply with my legal obligations set out in the Insolvency Legislation, the purpose of processing the data is to administer the insolvent estate. Your data will be retained by me for 6 years and 3 months following my vacation of office. Further details regarding how we process your personal data can be found in our Privacy policy located here: <https://www.moorfieldscr.com/privacy-policy>

Ethics

Finally, as an Insolvency Practitioner, when carrying out all professional work relating to my appointment as Joint Liquidator I would confirm that I am bound by the Insolvency Code of Ethics. I can confirm that no threats to the *Fundamental Principles*.

Yours faithfully



Simon Thomas
Joint Liquidator

DDI 0207 186 1174
Fax 0207 186 1177
Email amber.walker@moorfieldscr.com

**Masco Limited (in Creditors Voluntary Liquidation)
Statutory Information**

Company Information

Company Number: 03578233

Registered Office: C/o Moorfields Advisory Limited, 88 Wood Street, London EC2V 7QF

Trading Address: N/a

Principal Activity: Sale, maintenance and repair of motorcycles and related parts and accessories

Appointment details

Joint Liquidators: Nicholas O'Reilly (IP Number 8309 and Simon Thomas (IP Number 8920)

Joint Liquidators' address: Moorfields, 88 Wood Street, London EC2V 7QF

Date of appointment: 14 July 2017

Appointed by: Members and Creditors

Functions: Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Joint Liquidators acting jointly or alone.

EC Regulations: The Company's registered office is from where the Company carries on its business. Therefore, in the absence of proof to the contrary, the Company's centre of main interests is in the United Kingdom and as such these proceedings will be the main proceedings as defined in article 3 of the EC regulation.



II Joint Liquidators' Receipts and Payments Account

Masco Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments
14/07/2017 to 13/07/2018

S of A £		£	£
	SECURED ASSETS		
103,088.00	Trade Debtors	<u>NIL</u>	NIL
	SECURED CREDITORS		
8,317 00	ABN-Amro Commercial Finance	<u>NIL</u>	NIL
	ASSET REALISATIONS		
	Plant & Machinery	5,000 00	
	Intellectual Property	5 00	
Uncertain	Stocks - Bikes	163,628 00	
Uncertain	Stocks - Parts	NIL	
	Book Debts	29,156.99	
39,488 00	Cash at Bank and In Hand	30,848.14	
11,042 00	Corporation Tax	NIL	
1,000 00	Fixed Assets	NIL	
NIL	Prepayments	NIL	
	Bank Interest Gross	206 87	
Uncertain	Inter-Company Debtor	<u>NIL</u>	228,845.00
	COST OF REALISATIONS		
	Agents/Valuers fees	6,633 00	
	IT Consultants' Fees	874 00	
	Legal fees	4,600 00	
	Accountants' Fees	1,100 00	
	Statutory Advertising	84 60	
	Insurance of Assets	112 00	
	Invoice Discounter Termination Charg	<u>2,750 00</u>	(16,153 60)
<u>162,935.00</u>			<u><u>212,691.40</u></u>
	REPRESENTED BY		
	Vat Receivable		2,988 32
	Bank 2 Current		243,209 68
	Vat Payable		(33,726.60)
	Vat Control Account		220.00
			<u><u>212,691.40</u></u>

Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

MASCO01 - Masco Limited
From: 14/07/2017 To: 13/07/2018
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Avg Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
10 Case Planning	1.00	2.00	0.00	0.00	3.00	1,330.00	443.33	3.00	1,330.00
11 Administrative Set Up	0.00	1.00	0.60	0.00	1.60	565.00	353.13	2.60	895.00
12 Appointment Notification	0.00	0.00	7.90	0.00	7.90	1,777.50	225.00	7.90	1,777.50
13 Maintenance of Records	0.00	0.00	0.50	0.00	0.50	107.50	215.00	0.50	107.50
14 Statutory Reporting	0.00	2.50	3.80	0.00	6.30	1,960.00	311.27	6.30	1,960.00
15 Case Monitoring	0.00	5.55	8.60	0.00	14.15	4,123.00	291.36	14.15	4,123.00
17 General Administration	0.00	2.50	4.10	0.00	6.60	2,025.50	306.89	6.60	2,025.50
18 Cashiering	0.40	0.50	0.72	7.70	9.32	2,044.50	219.37	9.32	2,044.50
19 Partner Review	3.00	0.00	0.00	0.00	3.00	1,590.00	530.00	3.00	1,590.00
70 Post appoint VAT and CT returns	0.00	0.00	3.00	0.00	3.00	780.00	260.00	3.00	780.00
Admin & Planning	4.40	14.65	29.22	7.70	55.37	16,343.00	295.16	56.57	16,613.00
30 Freehold / Leasehold Property	0.00	0.50	5.37	0.00	5.87	1,433.25	244.17	5.87	1,433.25
34 Debtors	0.00	9.50	24.60	0.00	34.10	9,767.50	286.44	34.10	9,767.50
35 Sale of Business	0.00	7.75	1.80	0.00	9.55	3,892.50	407.59	9.55	3,892.50
36 Identifying, Securing, Insuring	0.00	1.00	2.90	0.00	3.90	1,102.50	282.69	3.90	1,102.50
39 Stock	0.00	0.00	30.20	0.00	30.20	6,585.00	218.05	30.20	6,585.00
Asset Realisation	0.00	18.75	64.87	0.00	83.62	22,780.75	272.43	83.62	22,780.75
60 Case Specific	0.00	0.00	0.60	0.00	0.60	135.00	225.00	0.60	135.00
Case Specific Matters	0.00	0.00	0.60	0.00	0.60	135.00	225.00	0.60	135.00
51 Unsecured creditor claims	0.00	0.00	0.60	0.00	0.60	135.00	225.00	0.60	135.00
52 Secured creditor claims/Reporting	0.00	0.50	0.00	0.00	0.50	225.00	450.00	0.50	225.00
63 Secured creditor reports	0.00	0.00	0.70	0.00	0.70	157.50	225.00	0.70	157.50
64 Prescribed Part Matters	0.00	0.00	0.50	0.00	0.50	112.50	225.00	0.50	112.50
Creditors	0.00	0.50	1.80	0.00	2.30	630.00	273.91	2.30	630.00
21 CDDA Reports	0.00	0.25	1.00	0.00	1.25	337.50	270.00	1.25	337.50
22 Antecedent Transactions	0.00	1.40	3.00	0.00	4.40	1,284.50	291.93	4.40	1,284.50
65 Director's Correspondence	0.00	0.00	9.70	0.00	9.70	2,107.50	217.27	9.70	2,107.50
Investigations	0.00	1.65	13.70	0.00	15.35	3,729.50	242.96	15.35	3,729.50
42 On going employee issues	0.00	0.00	0.70	0.00	0.70	140.00	200.00	0.70	140.00
Trading	0.00	0.00	0.70	0.00	0.70	140.00	200.00	0.70	140.00
Total Hours	4.40	34.95	110.89	7.70	157.94	43,758.25	277.06	159.14	44,028.25
Total Fees Claimed						0.00			

Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

MASC001 - Masco Limited
From 14/07/2017 To 13/07/2018
Project Code POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Avg Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
---------------------------------	---------	---------	----------------------------	----------------------------	-------------	---------------	---------------------	-----------------------	----------------------------

** - Denotes codes included in cumulative data that are not present in the period



IV Moorfields' Remuneration and Disbursements Policy

Appendix IV

Statement of Policy on Charging Remuneration and Disbursements January 2018

In accordance with best practice we provide below details of policies of Moorfields, in respect of fees and disbursements for work in relation to insolvency estates

The Partners will engage managers and other staff to work on the insolvent estate and statutory compliance diaries. The work required is delegated to the most appropriate level of staff taking account of the nature of the work and the individual's experience. Additional assistance is provided by accounting and treasury executives dealing with the estate's bank accounts. Work carried out by all staff is subject to the overall supervision of the Partners.

All time spent by staff working directly on case related matters is charged to a time code established for the case. Each member of staff has a specific hourly rate, which is subject to change over time.

The current charge out rates per hour of staff within the firm who may be involved in working on the insolvency follows: this in no way implies that staff at all such grades will work on the case.

GRADE	£
Partner	545
Director/ Senior Manager	450
Manager	380
Assistant Manager	300
Senior Associate	255
Associate	225
Cashier/ Support	195

The rates charged by Moorfields are reviewed periodically in January & July each year and are adjusted to take account of inflation and the firm's overheads.

Our rates increased on 1 January 2018. The charge out rates per hour for the period from 1 January 2017 to 31 December 2017 were:

GRADE	£
Partner	530
Director/ Senior Manager	450
Manager	355
Assistant Manager	300
Senior Administrator	255
Administrator	195-225
Cashier/ Support	195

The rates charged by Moorfields are reviewed periodically in January & July each year and are adjusted to take account of inflation and the firm's overheads.

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time in units of 6 minutes.

Where an officeholder's remuneration is approved on a time cost basis the time invoiced to the case will be subject to VAT at the prevailing rate

Where remuneration has been approved on a time cost basis the time invoiced will be provided to any committee appointed by the creditors or in the absence of a committee to the creditors, the report will provide a breakdown of the remuneration drawn and will enable the recipients to see the average rates of such costs. The current hourly rates may be higher than the average rates, if hourly rates have increased over the period covered by the fee request.

Approved remuneration will be drawn at such times that sufficient funds are available

OTHER COSTS

In accordance with Statement of Insolvency Practice No. 9, where expenses are incurred in respect of the insolvent estate they will be recharged. Such expenses can be divided into two categories.

Category 1 Disbursements

Separate charges are made in respect of directly attributable expenses (Category 1 disbursements) such as travelling, postage, photocopying (if external provider), statutory advertising and other expenses made on behalf of the assignment

Such disbursements can be paid from the insolvent's assets without approval from the Creditors' Committee or the general body of creditors. In line with Statement of Insolvency Practice No. 9, it is our policy to disclose Category 1 disbursements drawn but not to seek approval for their payment. We are prepared to provide such additional information as may reasonably be required to support the disbursements drawn.

Category 2 Disbursements

Category 2 disbursements do require approval from creditors. These disbursements can include costs incurred by Moorfields for the provision of services which include an element of recharged overhead, for example, room hire or document storage. Statement of Insolvency Practice No. 9 provides that such disbursements are subject to approval as if they were remuneration. It is our policy, in line with the Statement, to seek approval for Category 2 disbursements before they are drawn.

The following Category 2 disbursements are currently charged by this firm

- Stationery and postage charge for sending out circulars – 5 pence per sheet plus postage at cost
- A set-up charge of £50 per case for online creditor reporting where applicable
- Mileage allowances are paid at HM Revenue & Customs approved rates. For personnel using their own vehicles, these are currently 45 pence per mile for the first 10,000 miles and 25 pence per mile thereafter.
- A charge of £10 for identification search's per director to comply with Money Laundering Regulations.
- A charge of £100 for FAME investigation searches.

It should be noted that disbursements costs might increase from time to time, however, increases would only be in line with inflation or increases from our supplier.