

# LIQ13

## Notice of final account prior to dissolution in MVL



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 03693084

Company name in full Steria UK Limited

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

### 2 Liquidator's name

Full forename(s) John

Surname Walters

### 3 Liquidator's address

Building name/number 2/3

Street Pavilion Buildings

Post town Brighton

County/Region East Sussex

Postcode BN1 1EE

Country

### 4 Liquidator's name ①

Full forename(s) Jonathan James

Surname Beard

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

### 5 Liquidator's address ②

Building name/number 2/3

Street Pavilion Buildings

Post town Brighton

County/Region East Sussex

Postcode BN1 1EE

Country

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

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### 6 Final account


☒ I have delivered the final account of the winding up to the members in accordance with Section 94(2) and attach a copy.

### 7 Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup>  
1

<sup>d</sup>  
7

<sup>m</sup>  
0

<sup>m</sup>  
5

<sup>y</sup>  
2

<sup>y</sup>  
0

<sup>y</sup>  
2

<sup>y</sup>  
2

# LIQ13

## Notice of final account prior to dissolution in MVL



### 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 **Sara Page**

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

Address **2/3 Pavilion Buildings**

Post town **Brighton**

County/Region **East Sussex**

Postcode **B N 1 1 E E**

Country

DX

Telephone **01273 322960**



### 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)**

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## **Steria UK Limited (In Members' Voluntary Liquidation)**

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Proposed Final report and account of the liquidation

Period: 16 July 2021 to 17 May 2022

### **Important Notice**

This report has been produced solely to comply with our statutory duty to report to members of the Company pursuant to Section 94 of the Insolvency Act 1986. This report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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  - 2. Liquidators' time costs and disbursements
  - 3. Statement of Liquidators' Disbursements

# 1. INTERPRETATION

<b><u>Expression</u></b>	<b><u>Meaning</u></b>
"the Company"	Steria UK Limited (In Members' Voluntary Liquidation)
"the liquidators", "we", "our" and "us"	John Walters of Begbies Traynor (Central) LLP, 2/3 Pavilion Buildings, Brighton, East Sussex BN1 1EE and Jonathan James Beard of Begbies Traynor (Central) LLP, 2/3 Pavilion Buildings, Brighton, East Sussex BN1 1EE
"the Act"	The Insolvency Act 1986 (as amended)
"the Rules"	The Insolvency (England and Wales) Rules 2016 (as amended)
"secured creditor" and "unsecured creditor"	Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)
"security"	(i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act); and  (ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act)
"preferential creditors"	Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act

# 2. COMPANY INFORMATION

Trading name(s):	<b>Steria UK Limited</b>
Company registered number:	03693084
Company registered office:	2/3 Pavilion Buildings, Brighton, East Sussex BN1 1EE
Former trading address:	Three Cherry Trees Lane, Hemel Hempstead, Hertfordshire HP2 7AH

# 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

Date winding up commenced:	16 July 2021
Date of liquidators' appointment:	16 July 2021
Changes in liquidator (if any):	None

## 4. PROGRESS SINCE APPOINTMENT

This is our final report and account of the liquidation.

### **Receipts and Payments**

Attached at Appendix 1 is our abstract of receipts and payments for the period 16 July 2021 to 17 May 2022.

There were no receipts or payments during the period of the liquidation.

### **What work has been done in the period of the report, why was that work necessary and what has been the financial benefit (if any) to members?**

Details of the types of work that generally fall into the headings mentioned below are available on our firm's website - <http://www.begbies-traynorgroup.com/work-details> Under the following headings we have explained the specific work that has been undertaken on this case. Not every piece of work has been described, but we have sought to give a proportionate overview which provides sufficient detail to allow members to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to members.

There is an analysis for the period of the report and also an analysis of time spent on the case since the date of our appointment. The details below relate to the work undertaken in the period of the report only.

#### General case administration and planning

Insolvency Practitioners are required to maintain records to demonstrate how the case was administered and to document the reasons for any decisions that materially affect the case. This work has no financial benefit to members.

#### Compliance with the Insolvency Act, Rules and best practice

A final account of the liquidation must be prepared and sent to the members giving them 8 weeks' notice that the joint liquidators intend to deliver the final account and report. However, the joint liquidators may produce the final account and deliver it to the members and the Registrar of Companies earlier than the specified date if **ALL** the members confirm in writing to the joint liquidators that they do not intend to make any such request or application under R18.9 and R18.34.

Following the end of the period of 8 weeks (and no requests or challenges have been notified), or following receipt of written confirmation from each member, the final account must be delivered to the members and the Registrar of Companies within 14 days of the date on which the account is made up. This work has no financial benefit to members.

#### Investigations

No investigations have been carried out as this is a solvent liquidation.

#### Realisation of assets

There were no assets to realise in this case.

#### Trading

The Company had ceased to trade prior to the appointment of the joint liquidators.

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

There were no claims to deal with in this case.

Other matters which includes meetings, tax, litigation, pensions and travel

In order to conclude a solvent liquidation tax clearance must be received from H M Revenue & Customs ("HMRC") for corporation tax, PAYE and VAT.

Corporation tax clearance was received on 24 February 2022.

The Company was not registered for PAYE and VAT.

This work has no financial benefit to members in that there are no assets in the case but is essential to allow the liquidation to be completed.

## 5. OUTCOME FOR CREDITORS

As in any liquidation, in a members' voluntary liquidation creditors are required to prove their claims and the liquidators must examine the proofs and the particulars of the claims and admit them, in whole or in part, or reject them. The liquidators must then settle the priorities of the creditors (as between secured, preferential, secondary preferential and unsecured) before paying them in full with statutory interest.

The statement of the Company's assets and liabilities embodied within the statutory declaration of solvency sworn by the director indicated that there were no outstanding creditors.

## 6. DISTRIBUTIONS TO MEMBERS

There were no assets to distribute in this case.

## 7. REMUNERATION & DISBURSEMENTS

Our remuneration has been fixed as a set amount of £1,250.00.

We are also authorised to draw disbursements for services provided by our firm and / or entities within the Begbies Traynor group, in accordance with our firm's policy, details of which were sent to the members of the Company when written resolutions, including the special resolution that the Company be wound up voluntarily were circulated to them and which are attached at Appendix 2 of this report.

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

- ☐ Time Costs Analysis for the period 16 July 2021 to 17 May 2022
- ☐ Begbies Traynor (Central) LLP's charging policy

Our fees and disbursements have been settled by a third party. Unbilled time costs of £3,599.50 have been written off as irrecoverable.

The Time Costs Analysis for the period of this report attached at Appendix 2 shows the time spent by each grade of staff on the different types of work involved in the case, and gives the total costs and average hourly rate charged for each work type.



Please note that the analysis provides details of the work undertaken by us and our staff following our appointment only.

#### **Category 1 Disbursements**

We have incurred disbursements in the sum of £221.61 which have been settled by a third party.

#### **Category 2 Disbursements**

No Category 2 disbursements have been incurred in this case.

## **8. LIQUIDATORS' DISBURSEMENTS**

A statement of the disbursements incurred during the period of this progress report is attached at Appendix 3.

## **9. UNREALISABLE ASSETS**

There are no assets that have proved to be unrealisable.

## **10. OTHER RELEVANT INFORMATION**

#### **Use of personal information**

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

#### **Obtaining information on the remuneration of liquidators and the payment of disbursements**

The basis of remuneration for acting as liquidators was sought following appointment. Notwithstanding this, beneficiaries of the surplus are able to seek information on their rights in relation to the remuneration and the payment of disbursements and can obtain a copy of 'Begbies Traynor Guide for Shareholders. A Guide to the Liquidators' fees – England and Wales' on our website at <https://www.begbies-traynorgroup.com/services-to/shareholders>

Alternatively, if you require a hard copy of the guide, please contact our office and a copy will be sent to you.

## 11. CONCLUSION

Following the Company's affairs being fully wound up, we will deliver our final account to the Registrar of Companies and upon delivery of which we will vacate office and be released as liquidators under Section 171(6) of the Act.

Should you require further explanation of any matters contained within this report, you should contact our office and speak to the case manager, Sara Page in the first instance, who will be pleased to assist.

**J Walters**  
Joint Liquidator

Dated: 17 May 2022

# ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 16 July 2021 to 17 May 2022

Steria UK Limited  
(In Liquidation)  
Joint Liquidators' Summary of Receipts & Payments  
To 17/05/2022

Dec of Sol £	£	£
		NIL
REPRESENTED BY		NIL

Note:

## TIME COSTS AND DISBURSEMENTS

- a. Begbies Traynor (Central) LLP's charging policy and
- b. Time Costs Analysis for the period from 16 July 2021 to 17 May 2022.

## **BEGBIES TRAYNOR CHARGING POLICY**

### **INTRODUCTION**

This policy applies where a licensed insolvency practitioner in the firm is acting as an office holder of a solvent estate and seeks member approval to draw remuneration on the basis of the time properly spent in dealing with the case. It also applies where further information is to be provided to members regarding the office holder's fees following the passing of a resolution for the office holder to be remunerated on a time cost basis. Best practice guidance\* requires that such information should be disclosed to those who are responsible for approving the basis of an office holder's remuneration.

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

### **OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF SOLVENT ESTATES**

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

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

### **EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF SOLVENT ESTATES**

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

Best practice guidance classifies expenses into two broad categories:

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

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

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

- ❑ Internal meeting room usage for the purpose of physical meetings of creditors is charged at the rate of £100 per meeting.
- ❑ Car mileage which is charged at the rate of 45 pence per mile.

#### **General Office Overheads.**

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

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

- ☐ Telephone and facsimile
- ☐ Printing and photocopying
- ☐ Stationery

## BEGBIES TRAYNOR CHARGE-OUT RATES

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

<b>Grade of staff</b>	<b>Charge-out rate (£ per hour) 1 January 2022 – until further notice</b>
Partner	545
Director	490
Senior Manager	435
Manager	380
Assistant Manager	275
Senior Administrator	240
Administrator	195
Junior Administrator	155
Cashier	155
Secretarial	155

Prior to 31 December 2021, the following rates applied:

<b>Grade of staff</b>	<b>Charge-out rate (£ per hour)</b>
Partner	495
Director	445
Senior Manager	395
Manager	345
Assistant Manager	250
Senior Administrator	225
Administrator	175
Junior Administrator	140
Cashier	140
Secretarial	140

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

SIP9 Steria UK Limited - Members Voluntary Liquidation - 02ST0B8.MVL : Time Costs Analysis From 16/07/2021 To 17/05/2022

Staff Grade		Consultant/Partner	Director	Snr Mngr	Mngr	Asst Mngr	Snr Admin	Admin	Jnr Admin	Support	Total Hours	Time Cost £	Average hourly rate £
General Case Administration and Planning	Case planning							1.9			1.9	352.50	185.53
	Administration	2.3						1.0			3.3	1,342.50	406.82
	Total for General Case Administration and Planning:	2.3						2.9			5.2	1,695.00	325.96
Compliance with the Insolvency Act, Rules and best practice	Appointment	1.6						4.2			5.8	1,527.00	263.28
	Banking and Bonding	0.1						0.4			0.5	123.50	247.00
	Case Closure	1.1						1.1			2.2	814.00	370.00
	Statutory reporting and statement of affairs							2.1			2.1	409.50	195.00
	Total for Compliance with the Insolvency Act, Rules and best practice:	2.8						7.8			10.6	2,874.00	271.13
Investigations	CDDA and investigations												0.00
	Total for Investigations:												0.00
Realisation of assets	Debt collection												0.00
	Property, business and asset sales												0.00
	Retention of Title/Third party assets												0.00
	Total for Realisation of assets:												0.00
Trading	Trading												0.00
	Total for Trading:												0.00
Dealing with all creditors claims (including employees), correspondence and distributions	Secured												0.00
	Others												0.00
	Creditors committee												0.00
	Total for Dealing with all creditors claims (including employees), correspondence and distributions:												0.00
Other matters which includes meetings, tax, litigation, pensions and travel	Seeking decisions of creditors												0.00
	Meetings												0.00
	Other												0.00
	Tax							1.5			1.5	280.50	187.00
	Litigation												0.00
	Total for Other matters:							1.5			1.5	280.50	187.00
	Total hours by staff grade:	5.1						12.2			17.3		
	Total time cost by staff grade £:	2,594.50						2,255.00				4,849.50	
	Average hourly rate £:	508.73	0.00	0.00	0.00	0.00	0.00	184.84	0.00	0.00			280.32
	Total fees drawn to date £:											1,250.00	



# STATEMENT OF DISBURSEMENTS

Type of expense	Name of party with whom expense incurred	Amount incurred £	Amount discharged £	Balance (to be discharged) £
Expenses incurred with entities <b>not</b> within the Begbies Traynor Group				
Statutory advertising	Courts Advertising	198.90	0.00	198.90
Bond	AUA Insolvency Insurance	18.00	0.00	18.00
Postage	Postworks	4.71	0.00	4.71
Expenses incurred with entities within the Begbies Traynor Group ( <i>for further details see Begbies Traynor Charging Policy</i> )				
None				