

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

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

1 Company details

Company number 0 3 7 9 9 3 0 7

Company name in full Elite-direct.com. Limited

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

2 Liquidator's name

Full forename(s) John

Surname Hedger

3 Liquidator's address

Building name/number Speedwell Mill

Street Old Coach Road

Post town Tansley

County/Region Matlock

Postcode D E 4 5 F Y

Country

4 Liquidator's name ①

Full forename(s)

Surname

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

5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

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

LIQ14

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6

Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

:

7

Final account

☒ I attach a copy of the final account.

8

Sign and date

Liquidator's signature

Signature

X

[Handwritten Signature]

X

Signature date

d

0

d

3

m

0

m

3

y

2

y

0

y

2

y

2

LIQ14

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Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **James Annerson**

Company name **Seneca IP Limited**

Address **Speedwell Mill**

Old Coach Road

Post town **Tansley**

County/Region **Matlock**

Postcode **D E 4 5 F Y**

Country

DX

Telephone **01629 761700**



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

Elite-direct.com. Limited
(In Liquidation)
Liquidator's Abstract of Receipts & Payments
From 26 March 2021 To 3 March 2022

**Statement
of Affairs**
£

	£	£
ASSET REALISATIONS		
Book Debts	4,551.59	
Bank Interest Gross	1.90	
Bad Debt VAT Relief	2,355.28	
Bank Foreign Exchange Rate Refund	243.74	
Transfer from Admin	11,311.93	
		18,464.44
COST OF REALISATIONS		
Office Holders Fees	18,377.44	
Statutory Advertising	87.00	
		(18,464.44)
PREFERENTIAL CREDITORS		
(10,774.99) Employee Arrears/Hol Pay	NIL	NIL
UNSECURED CREDITORS		
(665,399.36) Trade & Expense Creditors	NIL	
(116,297.21) Employees- Redundancy and Notice P	NIL	NIL
(792,471.56)		0.00
REPRESENTED BY		
		NIL

John Hedger
Liquidator

Private and Confidential

Our ref 0656/JH/SG/JA/KS

Your ref

Date 5 January 2022

Dear Sirs,

Elite-direct.com. Limited ("the Company") – In Creditors' Voluntary Liquidation

I am now able to conclude the winding up of the affairs of the Company and enclose my final account and notice to creditors and members, together with a receipts and payments account for the whole of the period I was in office.

Also enclosed is a formal notice setting out the final dividend position in respect of the liquidation, although the information in that notice is summarised below.

A dividend will not be declared to unsecured creditors as the funds realised have been used to make payments to meet the expenses of the liquidation.

Creditors and members should note that provided no objections to my release are received I shall obtain my release as Liquidator following the delivery of the final notice to the Registrar of Companies, following which my case files will be placed in storage.

Seneca IP Limited 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 Seneca IP Limited uses your personal information on our website at <https://seneca-ip.co.uk/privacy-policy/>

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 James Annerson by email at james.annerson@seneca-ip.co.uk, or by phone on 01629 761700 before my release.

Yours faithfully


John Hedger
LIQUIDATOR

Enc.

Reply to: Speedwell Mill | Old Coach Road | Tansley | Matlock | DE4 5FY

Head Office Speedwell Mill | Old Coach Road | Tansley | Matlock | DE4 5FY | T: 01629 761700

Oxford Office The Old Tannery | Hensington Road | Woodstock | Oxford | OX20 1JL | T: 01993 811180

W: www.seneca-ip.co.uk | E: enquiries@seneca-ip.co.uk

John Hedger MIM, MAIBP is authorised to act as an Insolvency Practitioner by the Insolvency Practitioners Association. Directors & Staff of Seneca IP Limited acting as Administrators, Receivers or Administrators cannot act without personal liability. Seneca Insolvency Practitioners is a trading name for Seneca IP Limited. Company No 05742322. VAT No 650 4234 01

Company name:	Elite-direct.com. Limited
Company number:	03799307
Trading address:	Unit A3-A5, Suttons Business Park, 136-138 New Road, Rainham, RM13 8DE
Registered office:	c/o Seneca IP Limited, Speedwell Mill, Old Coach Road, Tansley, Matlock, DE4 5FY
Former registered office:	Unit A3-A5, Suttons Business Park, 136-138 New Road, Rainham, RM13 8DE
Principal trading activity:	Automotive car parts and fitting
Liquidator's name:	John Hedger
Liquidator's address:	Speedwell Mill, Old Coach Road, Tansley, Matlock, DE4 5FY
Date of appointment	26 March, 2021

LIQUIDATOR'S ACTIONS SINCE APPOINTMENT

Since appointment as Liquidator I have corresponded with HMRC regarding the claim for Bad debt VAT Relief; corresponded with a debtor regarding an outstanding balance; corresponded with the bank regarding a refund of foreign exchange rate charges; collected the company books and records, removing them from the bin bags, and putting in some resemblance of order for review; corresponded with the Administrator of one of the debtors to establish the likelihood of a dividend return for the liquidation; corresponded with the DVLA, two registered keepers, and third parties regarding two vehicles whose information was provided to my office; and reviewed the Director's personal statements to establish if there was an outstanding loan account.

Information on the actions taken whilst the company was in Administration (1 April 2020 to 26 March 2021) is available in my final administration report to creditors available via the same portal through which you accessed this report.

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. A description of the routine work undertaken since the date of commencement of the Liquidation is contained in Appendix 3.

RECEIPTS AND PAYMENTS ACCOUNT

My Receipts & Payments Account for the period from 26 March 2021 to 5 January 2022 is attached at Appendix 1. All amounts are shown net of VAT.

Please note that the balance received into the designated Liquidation account shown as the *"Transfer from Administration"* is £11,311.93 and comprises of the balance held at bank (£2,363.44) and the VAT claim (£8,948.49). These values are both as per the final Receipts and Payments account issued to creditors with my final report as Administrator.

In the period between 16 March 2021 (the date to which the final Administration report was prepared) and the 26 March 2021 (the date I was formally appointed as Liquidator) the amount of £2,355.28 was received and represents the bad debt VAT relief claim made and subsequently received.

I have reconciled the account against the financial records that I am required to maintain.

ASSET REALISATIONS

On 1 April 2020, I sold the assets of the Company to DAT Tyres Supplies Limited who have no link to Elite-Direct.com Limited.

On 4 February 2020, a valuation of the assets of the Company was prepared by Nick Hughes a Director of Lambert Smith Hampton. Mr Hughes is RICS qualified and has many years of experience in dealing with assets of distressed companies. Lambert Smith Hampton is an independent firm of valuers who confirmed that they hold Professional Indemnity Insurance. The marketing and sales background was provided in my Administrator's proposal circulated to creditors previously. As also stated in my Administrator's proposals the Agent was involved prior to my engagement as the Director had engaged another insolvency firm to assist with the company's financial situation, and they had engaged the Agents to value the assets. When the Director made the decision to engage our firm instead I was contacted by Lambert Smith Hampton who wished to assist us with the Administration of the company.

As stated in my previous report the valuation of the company assets was done prior to the government's advice on Covid-19 and the social distancing measures being put in place; whilst the actual sale took place during the lockdown and was subject to the government restrictions.

The assets were sold for £26,040.83 plus VAT. An outline of the different types of asset sold and the amount for which they were sold, together with a comparison against the valuation realised,

Asset category	Valuation basis & amount (£)		Sale Consideration (£) ex-VAT:
	e.g. In-situ:	e.g. Ex-situ:	
<u>Floating charge assets</u>			
Leasehold property	Nil	Nil	Nil
Plant & Machinery	50,000	35,000	20,833.33
Office Furniture & Equipment	1,800	700	As above
Motor Vehicle	6,500	5,800	As above
Stock	89,000	30,000	5,207.50
Total:	147,300	71,500	26,040.83

Book debts

Following a delay the amount of £4,551.59 was received during the liquidation from one debtor. This amount is shown on the attached Receipts and Payments account. All other book debts had been previously written off as detailed in my previous report and a claim for bad debt VAT relief submitted as stated below.

One company debtor is in Administration and following correspondence with the Administrator they acknowledged receipt of the company's claim in the sum of £4,353.27 and confirmed that they had updated their records accordingly.

With regards to a potential dividend return to this liquidation, it has been provisionally estimated as 0.68p in the £. This equates to £29.60 for the liquidation estate of the company. However, I have also been advised that the Company has significant preferential liabilities and the dividend return to

unsecured creditors will be subject to the final level of preferential claims that are received and agreed.

Whilst no indication of the timing of such a dividend has been provided it is deemed to be not cost effective to maintain the liquidation whilst such monies are awaited, particularly as such funds would be drawn against post appointment time costs incurred by my firm.

I have therefore concluded this aspect of the liquidation in order that steps could be taken to close the liquidation.

Bank Interest Gross

The funds held in the designated bank account is interest bearing and the amount of £1.90 has been received during the liquidation and is shown on the attached Receipts and Payments account.

Bad Debt VAT Relief

Following a claim for bad debt VAT relief made in the Administration, the amount of £2,355.28 has been received and is shown on the attached Receipts and Payments account.

Bank Foreign Exchange Rate Refund

The amount of £243.74 has been received from the company's Bankers. The company was overcharged for overseas transactions it entered into and this amount represents the refund of those overpayment elements. The amount is shown on the attached Receipts and Payments account.

Transfer from Administration

Please refer to the previous reports and my Administrator's proposal for further information on the steps taken to date. The amount of £11,311.93 has been transferred from the Administration to the designated Liquidation account. This amount is shown on the attached Receipts and Payments account and represents the realisations made during the Administration less the agreed costs of the Administration.

A summary of the realisations made in the Administration is as follows:

- Plant and machinery of £20,833.33 plus VAT;
- Stock of £5,207.50 plus VAT;
- Book debts of £10,863.31;
- Insurance Refund of £1,499.16;
- Cash at Bank and in hand of £888.08;
- Vehicle Tax refund of £173.33;
- Bank Interest Gross whilst In Administration of £2.07;
- Business Rates Refund of £38,579.63;
- Freehold land and buildings of £4,355.

LIABILITIES

Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has no current charges over its assets.

The legislation requires that if the Company has created a floating charge after 15 September 2003, a prescribed part of the Company's net property (i.e. the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors. In this case there were no creditors secured by a floating charge such that the prescribed part provisions do not apply.

In

The statement of affairs included £143,899.14 owed to HMRC. HMRC's final claim of £196,261.54 been received.

The statement of affairs included 69 non-preferential unsecured creditors with an estimated total liability of £489,780.16. I have received claims from 37 creditors at a total of £574,325.90. Included in this amount are six creditor's claims which were omitted from the statement of affairs and total £44,966.99. I have not received claims from 40 creditors with original estimated claims in the statement of affairs of £153,940.39.

DIVIDEND PROSPECTS

Fixed charge creditors

The company has no fixed charge creditors.

A dividend will not be declared to preferential creditors as the funds realised have been used to make payments to meet the expenses of the Liquidation.

Floating charge creditors

The company has no floating charge creditors.

A dividend will not be declared to non-preferential unsecured creditors as the funds realised have been used to make payments to meet the expenses of the Liquidation.

INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved. Specifically, I recovered, listed and reviewed the Company's accounting records; obtained and reviewed copy bank statements for the 28 months prior to the Company ceasing to trade from the Company's bankers; and compared the information in the Company's last set of accounts with that contained in the statement of affairs lodged in the liquidation and made enquiries about the reasons for the changes.

I identified the following areas where I considered that further investigation were required:

Transactions from bank analysis

A number of transactions were identified on the company bank statements to and from the Director's personal credit cards. The Director's initial response to these enquiries was that it was usual for him to use his various personal credit cards (5) to fund the company and/or meet company expenditure. For this he was reimbursed by the company at regular intervals.

I wrote on many occasions for these personal credit card statements and initially only received the statements for the Lloyds credit card. Having reviewed the same it appears that all transactions are business related. Most of them are immediately clear and others have been searched for on the internet, but I am satisfied that there is no personal expenditure in these statements and therefore the company was not supporting the Director financially.

The Director assisted me with providing letters of authority so that I could progress my investigations and also provided all historic credit card statements in his possession. Upon review, claims made by the Director that he personally supported the company's cashflow with his personal credit cards and received some payments back appear supported by those statements I have received. To this end I am satisfied that there is no loan account and this aspect of the liquidation was concluded.

Additional vehicles

Information was provided to our office with regards to two vehicles, and applications for information on the registered keepers were made to the DVLA. A response was received from the DVLA regarding each of the vehicles during this reporting period.

Vehicle One

Following a DVLA application it was established that the vehicle changed its registered keeper on 26 September 2020. I was appointed Administrator of the company at this time I made enquiries with regards to whether the vehicle was an asset of the Liquidation (previously Administration) and the nature of the transaction that took place. I wrote to the Director and registered keeper with regards to the matter and established the following:

- The Director has not commented on the vehicle;
- The vehicle was not at the premises when my firm and our Agents attended prior to the Administration;
- The registered keeper has responded each time stating he is the owner and that he purchased the vehicle from a third party company (and provided the sales agreement showing no connection to this liquidated company);
- A representative from the third party company states that the vehicle was purchased from Motor Way, a buying platform that people use to sell their private cars;
- I have written to Motor Way on various occasions stating their obligation to provide such information as part of my powers under the Insolvency Act, and have received no response.

Online valuations state that the value of the vehicle is between £4,640 to £5,905 and this is without taking the vehicle's condition into consideration. As the transaction cannot be rectified, nor the relevant information tracked down, this matter is no longer deemed cost effective to pursue with legal action and is therefore concluded.

Vehicle Two

Following a DVLA application it was established that the vehicle changed its registered keeper on 4 May 2020. I was appointed Administrator of the company at this time I made enquiries with regards to whether the vehicle was an asset of the Liquidation (previously Administration) and the nature of the transaction that took place. I wrote to the Director and registered keeper with regards to the matter and established the following:

- The Director confirmed by email that the vehicle had been sold as scrap in 2019;
- The vehicle was not at the premises when my firm and our Agents attended prior to the Administration;
- There has been no response to my letters to the registered keeper.

It appears that the vehicle is not scrapped as it is presently taxed and has a valid MOT.

However, online valuations state that the value of the vehicle is £2,670 and this is without taking the vehicle's condition into consideration. As the transaction cannot be rectified, nor the relevant information tracked down, this matter is no longer deemed cost effective to pursue with legal action and is therefore concluded.

Please refer to my previous reports from the Administration with regards to the other areas of investigation which were concluded.

Matters requiring further investigation that may lead to potential recovery actions were identified, and the work outlined above was undertaken to further those investigations with a view to making recoveries for the benefit of the creditors.

Within three months of my appointment as Administrator, I am required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present Director would make them unfit to be concerned with the management of the Company. I would confirm that my report has been submitted.

PRE-APPOINTMENT REMUNERATION

Prior to being placed into liquidation the company was in Administration. On 29 May 2020 the following pre-administration costs were approved by the Creditors:

Pre-administration fees charged by Seneca IP Limited:

£15,000 plus disbursements plus VAT.

Pre-administration expenses incurred:

Gunner Cooke LLP, Solicitors undertook the necessary legal formalities to put the company into Administration. Their costs for providing that work were £2,500 and £104.75 disbursements (court fee and winding up searches) plus VAT.

Lambert Smith Hampton, independent valuation Agents undertook tasks highlighted elsewhere in this report concerning the marketing and sale of the company assets. Their costs for providing that work were £6,000 and £500 disbursements plus VAT.

Marsh Limited, insurers provided cover for the assets of the company prior to my appointment as Administrator. Their costs for providing the pre-appointment insurance were £392.

These costs were paid whilst the company was in Administration and were shown on the relevant Receipts and Payments account attached to my previous report.

LIQUIDATOR'S REMUNERATION

I would remind creditors that as a result of the Insolvency legislation, the basis of my remuneration for acting as Liquidator is the same as that approved in the preceding Administration.

My remuneration was approved on a time cost basis based on a fees estimate of £82,148.50. 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 amount to £112,701, representing 343.25 hours of work at a blended charge out rate of £328.34 per hour, of which £14,222.50, representing 41.80 hours of work, was charged in the period since 26 March 2021, at a blended charge out rate of £340.25 per hour. The actual blended charge out rate incurred compares with the estimated blended charge out rate of £306.43 in my fees estimate. There is a difference in the blended rate charged, compared with the estimated blended rate because of the increased areas of investigation, and my involvement in realising assets.

have drawn £58,377.44 of which £18,377.44 was drawn in the period since 26 March 2021.

A detailed schedule of my total time costs in the Liquidation and also in the period since 26 March 2021, compared with my original fees estimate is attached as Appendix 2.

As at 5 January 2022 then as you can see from the information provided in this report, the total time costs I have incurred in this matter, in respect of the categories of work for which I am being remunerated on a time cost basis, have exceeded the total estimated remuneration I set out in my fees estimate when my remuneration was authorised by the creditors. However, I have not drawn remuneration in excess of my fees estimate. The reasons my time costs have exceeded the fees estimate are the increased areas of investigation, and my involvement in realising assets.

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 <https://seneca-ip.co.uk/procedures/>. There are different versions of these Guidance Notes, and in this case please refer to the most recent version. Please note that we have also provided further information about an office holder's remuneration and expenses in our practice fee recovery sheet, which is enclosed at Appendix 4.

LIQUIDATOR'S EXPENSES

Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder and then reimbursed to the office holder from the estate. Expenses are split into:

- *category 1 expenses*, which are payments to persons providing the service to which the expense relates who are not an associate of the office holder; and
- *category 2 expenses*, which are payments to associates or which have an element of shared costs. Before being paid category 2 expenses require approval in the same manner as an office holder's remuneration.

I have incurred total expenses of £12,223.46 of which I incurred £268.98 in the period since 26 March 2021. I have drawn £1,169.20, of which £87 was drawn in the period since 26 March 2021.

I have used the following professional advisors in the reporting period:

Professional Advisor:	Nature of Work:	Basis of Fees:
Clumber Consulting Limited	Pension Consultant	Fixed Fee

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 also confirmed that they hold appropriate regulatory authorisations. I have reviewed the fees they have charged and am satisfied that they are reasonable in the circumstances of this case.

Clumber Consulting Limited assisted in finalising obligations with regards to the company's pension scheme.

I have incurred the following expenses in the period since the commencement of the Liquidation:

Details of the category 1 expenses that I have paid during the liquidation are included in the receipts and payments account attached (£87). Details of the category 1 expenses that I have paid during the Administration were reported previously.

I am required to seek approval before I can pay any expenses to associates, or pay expenses where there is an element of shared costs, which are known as category 2 expenses. I have obtained approval to pay the following category 2 expenses. I have incurred the following category 2 expenses in the period since the commencement of the Liquidation:

Details of the category 2 expenses that I have paid during the liquidation are included in the receipts and payments account attached (£Nil). Details of the category 1 expenses that I have paid during the Administration were reported previously.

As you can see above, while the total expenses I incurred were in line with the total expenses I estimated I would incur when my remuneration was approved, some expenses were higher than I estimated and some were lower than I estimated. The reasons for this are assets requiring insurance were identified, further legal advice was required regarding my lines of investigation, and the charging of annual payments when the process took longer than originally anticipated.

Please note that the majority of these expenses were paid during the Administration period.

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 Liquidator's remuneration and expenses within 21 days of their receipt of this final account. 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 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 final account. Any secured creditor may make a similar application to court within the same time limit.

To comply with the Provision of Services Regulations, some general information about Seneca IP Limited can be found at <https://seneca-ip.co.uk/procedures/>

SUMMARY

The winding up of the Company is now for all practical purposes complete and I am seeking the release of myself as Liquidator of the Company. Creditors and members should note that provided no objections to my release are received we shall obtain my release as Liquidator following the delivery of the final notice to the Registrar of Companies, following which my case files will be placed in storage.

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 James Annerson by email at james.annerson@seneca-ip.co.uk, or by phone on 01629 761700 before my release.



John Hedger
LIQUIDATOR

Interdirections Ltd
(In Liquidation)
LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs	From 26/03/2021 To 05/01/2022	From 26/03/2021 To 05/01/2022
RECEIPTS			
Book Debts		4,551.59	4,551.59
Bank Interest Gross		1.90	1.90
Bad Debt VAT Relief		2,355.28	2,355.28
Bank Foreign Exchange Rate Refund		243.74	243.74
Transfer from Admin		11,311.93	11,311.93
		18,462.44	18,462.44
PAYMENTS			
Office Holders Fees		18,377.44	18,377.44
Statutory Advertising		87.00	87.00
Employee Arrears/Hol Pay	(10,774.99)	0.00	0.00
Trade & Expense Creditors	(665,399.36)	0.00	0.00
Employees- Redundancy and Notice Pay	(116,297.21)	0.00	0.00
		(792,454.65)	(792,454.65)
Net Receipts/(Payments)		(773,992.21)	(773,992.21)

MADE UP AS FOLLOWS

John Hedger
Liquidator

Time Entry - SIP9 Time & Cost Summary

0656 - Elite-direct.com, Limited
Project Code: POST
From: 26/03/2021 To: 05/01/2022

Classification of Work Package	Time	Manager	Time for Project	Resource & Resource Cost	Cost	1478 Cost (£)	Project Cost (£)
Administration & Planning	1.50	3.20	16.50	5.00	24.49	7,826.50	324.08
Cost Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cost Items	0.20	0.00	2.00	0.00	3.30	1,067.50	344.36
Costing & Billing	1.30	0.00	7.40	1.00	0.00	3,247.00	380.78
Resource & Resource Cost	1.40	0.00	9.00	0.00	1.00	1,079.50	973.80
Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Time	4.40	3.20	24.90	6.00	28.79	12,220.50	1,022.62
Total Fees Claimed						16,377.64	
Total Disbursements Claimed						0.00	

Time Entry - SIP9 Time & Cost Summary Category 2 Disbursements

0656 - Elite-direct.com, Limited
Project Code: POST
From: 28/03/2021 To: 05/01/2022

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

0655 - Elko-direct.com, Limited
 To: 05/01/2022
 Project Code: PGST

Classification of Work Element	Period	Duration	Actual Hours Performance	Available & Support Staff	Cost Rate	100% Budget (\$)	Actual Hourly Rate (\$)	Hours Earned (PGST Budget)	100% Earned (\$) (PGST Budget)
01 - Post-Implementation Support - 100%	0.00	1.77	14.26	2.76	67.71	75,434.82	264.27	67.76	45,814.89
11 - Consulting	0.00	1.00	2.28	0.71	66.00	15,162.00	7,08.00	12.00	7,896.00
14 - Installation & Start-up	0.00	0.00	1.70	0.00	1.00	1,700.00	0.00	0.00	0.00
15 - Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16 - Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17 - Other Non-Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20 - Billing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal	0.00	2.77	16.24	2.76	68.71	87,196.82	270.27	67.76	45,814.89
02 - General Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21 - General Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22 - General Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23 - General Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03 - Investigation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04 - Total Project Chargeable Hours - Performance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 - Other Non-Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 - Other Non-Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.00	2.77	16.24	2.76	68.71	87,196.82	270.27	67.76	45,814.89
Total Fees Earned						86,377.44			

** - Duration codes included in availability data that are not present in the posted.

Time Entry - SIP9 Time & Cost Summary Category 2 Disbursements

0686 - Eltha-direct.com, Limited
Project Code: POST
To: 05/01/2022

Other amounts paid or payable to the office holders themselves or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
30/07/2020	Postage: As above, Quarterly General Reg	378.50
05/08/2020	Postage: 114 letters at £3.01 per letter	343.14
21/11/2020	Postage: 62 letters @ £26 per letter, 2 letters @ £1.20 per letter	1652.52
31/05/2021	Postage: 85 letters at £26	2210.00
	Total:	3513.16

Appendix 3.

1. Administration

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

- **Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.**
- **Setting up the case on the practice's electronic case management system and entering data.**
- **Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment.**
- **Obtaining a specific penalty bond.**
- **Supervising the work of advisors instructed on the case to assist in dealing with pension schemes; obtaining reports and updates from them on the work done; and checking the adequacy of the work done.**
- **Dealing with all routine correspondence and emails relating to the case.**
- **Opening, maintaining and managing the office holder's estate bank account.**
- **Creating, 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.**
- **Filing returns at Companies House.**
- **Preparing and filing VAT returns.**
- **Preparing and filing Corporation Tax returns.**
- **Seeking closure clearance from HMRC and other relevant parties.**
- **Preparing, reviewing and issuing a final account of the liquidation to creditors and members.**
- **Filing a final return at Companies House.**

2. Creditors

Claims of creditors - the office holder needed 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 could be issued to the creditors. The office holder also needed to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they were received. The office holder was required to undertake this work as part of his statutory functions.

- **Dealing with creditor correspondence, emails and telephone conversations regarding their claims.**
- **Maintaining up to date creditor information on the case management system.**
- **Reviewing proofs of debt received from creditors.**

Notice of Final Account of

Elite-direct.com. Limited ("the Company") – In Creditors' Voluntary Liquidation

NOTICE IS GIVEN by the Liquidator, John Hedger, under rule 6.28 of The Insolvency (England and Wales) Rules 2016 and section 106 of The Insolvency Act 1986, that the company's affairs have been fully wound up.

- 1. Creditors have the right under rule 18.9 of The Insolvency (England and Wales) Rules 2016 to request further details of the Liquidator's remuneration and expenses. That request must be made to the Liquidator within 21 days of receipt of the final account, and with either the permission of the Court, or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question). Secured creditors may also request further details.**
- 2. Creditors have the right under rule 18.34 of The Insolvency (England and Wales) Rules 2016 to apply to Court to challenge the amount and/or basis of the Liquidator's fees, and/or the amount of any expenses incurred. That application must be made within 8 weeks of receipt of the final account, and with either the permission of the Court, or with the concurrence of 10% in value of the creditors (including the creditor in question). Secured creditors may also make an application.**
- 3. Creditors may object to the release of the Liquidator by giving notice in writing to the Liquidator at the address given below before the end of the prescribed period. The prescribed period will end at the later of: 8 weeks after delivery of this notice; or, if any request for information regarding the Liquidator's remuneration and/or expenses is made under rule 18.9, or if any application is made to Court to challenge the Liquidator's fees and/or expenses under rules 18.34 or 18.35, when that request or application is finally determined.**
- 4. The Liquidator will vacate office under section 171 of the Insolvency Act 1986 when, upon expiry of the prescribed period that creditors have to object to their release, they deliver to the Registrar of Companies the final account and a notice saying whether any creditor has objected to their release.**
- 5. The Liquidator will be released under section 173 of the Insolvency Act 1986 at the same time as vacating office, unless any creditors objected to their release.**

Creditors requiring further information regarding the above, should either contact me at Speedwell Mill, Old Coach Road, Tansley, Matlock, DE4 5FY, or contact James Annerson by telephone on 01629 761700, or by email at james.annerson@seneca-lp.co.uk.

DATED THIS 5TH DAY OF JANUARY 2022

**John Hedger
Liquidator**

Notice about final dividend position

Elite-direct.com. Limited ("the Company") – In Creditors' Voluntary Liquidation

Company registered number: 03799307

Notice is given under rule 14.36 of The Insolvency (England and Wales) Rules 2016, by John Hedger, the Liquidator, to the creditors of Elite-direct.com. Limited, that no dividend will be declared to unsecured creditors

A dividend will not be declared to unsecured creditors as the funds realised have been used to make payments to meet the expenses of the Liquidation.

Creditors requiring further information regarding the above, should either contact me at Speedwell Mill, Old Coach Road, Tansley, Matlock, DE4 5FY, or contact James Annerson by telephone on 01629 761700, or by email at james.annerson@seneca-ip.co.uk.

DATED THIS 5TH DAY OF JANUARY 2022

John Hedger
Liquidator

PRACTICE FEE RECOVERY POLICY FOR SENECA IP LIMITED

Introduction

This sheet explains the alternative fee bases allowed by the insolvency legislation when acting as office holder in insolvency appointments. The legislation allows different fee bases to be used for different tasks within the same appointment. The fee basis, or combination of bases, set for a particular appointment is/are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the Court. The report accompanying the request to fix the basis of remuneration will indicate the basis, or bases, being requested in that particular case and will make it clear what work is to be undertaken in respect of each basis.

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 guides issued with Statement of Insolvency Practice 9 (SIP 9) "Payments to Insolvency Office Holders and their Associates from an Estate" and can be accessed at <https://seneca-ip.co.uk/procedures/>. Alternatively, a hard copy may be requested from Seneca IP Limited, Speedwell Mill, Old Coach Road, Tansley DE4 5FY. Please note that we have provided further details in this policy document.

SIP 9 also contains various requirements that the office holder has to comply with in connection with their remuneration, both when seeking approval and when reporting to creditors and other interested parties after approval. One of the matters that an office holder has to comply with is that they must also seek approval for any payments that could reasonably be perceived as representing a threat to the office holder's objectivity or independence by virtue of a professional or personal relationship, including to an associate. Where it is anticipated that such payments will be made in a case they will be separately identified when seeking approval for the basis of the office holder's remuneration.

Other than in respect of Voluntary Arrangements an office holder is required to record the time spent on casework in all cases, even if they are being remunerated for that work on a basis other than time costs. Time is recorded directly to the relevant case and the nature of the work undertaken is recorded at that time. The work is generally recorded under the following categories:

- Case Administration (including statutory reporting).
- Investigations.
- Realisation of Assets.
- Employee matters
- Creditors (claims and distributions).
- Trading
- Case specific matters.

Time cost basis

When charging fees on a time costs basis we use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6 minute units with supporting narrative to explain the work undertaken.

Charge out Rates

Grade of staff	Current charge-out rate per hour, effective from 1 January 2018 £	Previous charge-out rate per hour, effective from 1 January 2018 £
Partner – appointment taker	480	445
Senior Manager/Manager/Assistant Manager	345-410	320-405
Advisors/ Senior Administrator/Administrator	225-335	220-320
Cashier	155	155
Support Staff	155	155

In cases where these staff undertake work, specific approval will be sought for the payment of the fees incurred.

These charge-out rates charged are reviewed each year and are adjusted to take account of inflation and the firm's overheads.

When we seek time costs approval, we have to set out a fees estimate. That estimate acts as a cap on our time costs so that we cannot draw fees of more than the estimated time costs without further approval from those who approved our fees. When seeking approval for our fees, we will disclose the work that we intend to undertake, the hourly rates we intend to charge for each part of the work, and the time that we think each part of the work will take. We will summarise that information in an average or "blended" rate for all of the work being carried out within the estimate, and by reference to each separate category of work. The blended rate is calculated as the prospective average cost per hour, based upon the estimated time to be expended by each grade of staff at their specific charge out rate. We will also say whether we anticipate needing to seek approval to exceed the estimate and, if so, the reasons that we think that may be necessary.

A report accompanying the request to fix the basis of remuneration will include the fees estimate, as well as details of the expenses that will be, or are likely to be, incurred. Further information about expenses is given in a separate section below.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If we subsequently need to seek authority to draw fees in excess of the estimate, we will say why we have exceeded, or are likely to exceed the estimate; any additional work undertaken, or proposed to be undertaken; the hourly rates proposed for each part of the work; and the time that the additional work is expected to take. As with the original estimate, we will summarise that information in an average or "blended" rate for all of the work being carried out within the estimate, and by reference to each separate category of work, and will also say whether we anticipate needing further approval and, if so, why we think it may be necessary to seek further approval.

Percentage basis

The legislation allows fees to be charged on a percentage of the value of the property with which the office holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets. A report accompanying the request to fix the basis of remuneration will set out the potential assets in the case, the remuneration percentage proposed in respect of any realisations and the work covered by that remuneration, which may solely relate to work undertaken in connection with the realisation of the assets, but might also include other categories of work as listed above. The report will also include details of the expenses that will be, or are likely to be, incurred. Further information about expenses is given in a separate section below.

The percentage approved in respect of realisations will be charged against the assets realised, and where approval is obtained on a mixture of bases, any fixed fee and time costs will then be charged against the funds remaining in the liquidation after the realisation percentage has been deducted.

A percentage of distributions made to unsecured creditors may also be requested, in order to cover the work associated with the agreement of claims and making the distribution.

The disclosure that we make will include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal. In order to meet the requirements of SIP 9 it will also explain why the basis requested is expected to produce a fair and reasonable reflection of the work that we anticipate will be undertaken on the case.

If the basis of remuneration has been approved on a percentage basis then an increase in the amount of the percentage applied can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the percentage applied. If there has not been a material and substantial change in the circumstances, then an increase can only be approved by the Court.

Fixed fee

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. A report accompanying the request to fix the basis of remuneration will set out the set fee that we proposed to

charge and the work covered by that remuneration, as well as details of the expenses that will be, or are likely to be, incurred. Further information about expenses is given in a separate section below.

The disclosure that we make will include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal. In order to meet the requirements of SIP 9 we will also explain why the basis requested is expected to produce a fair and reasonable reflection of the work that we anticipate will be undertaken on the case.

If the basis of remuneration has been approved on a fixed fee basis then an increase in the amount of the fixed fee can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the fixed fee. If there has not been a material and substantial change in the circumstances, then an increase can only be approved by the Court.

Direct Costs

Where we seek approval on a percentage and/or fixed fee basis, in order to meet the requirements of SIP 9 we also have to disclose the direct costs that are included within the remuneration that will be charged on those bases in respect of the work undertaken. The following are direct costs that will be included in respect of work undertaken in respect of each of the standard categories of work where the office holder is to be remunerated for such work on either a percentage or fixed fee basis:

- **Administration and Planning** – which includes work such as planning how the case will be administered and progressed; the administrative set up of the case; notifying creditors and others of the appointment; keeping the records relating to the case up to date; and reporting on progress of the case to creditors and others.
- **Investigations** – which includes work such as undertaking an initial review of the financial affairs of the Company and bankrupt; undertaking a detailed investigation with a view to making recoveries for the benefit of creditors where matters such as preferences or wrongful trading come to light as a result of the initial review; and reporting to the Insolvency Service on the conduct of the Directors.
- **Realisation of Assets** – which includes work such as identifying, securing and insuring assets; dealing with retention of title claims; collecting debts owed; and selling assets.
- **Employee matters** – which includes work such as dealing with employees; and liaising with the redundancy payments office.
- **Creditors** - which includes work such as communicating with creditors; dealing with creditors' claims; and where funds realised allow, paying dividends to creditors.
- **Trading** – which includes work such as managing and controlling all aspects of the business; and preparing financial records and information relating to that trading

Mixed basis

If remuneration is to be sought on a mixed basis, we will make it clear in the report accompanying the request to fix the basis of remuneration which basis will be charged for each category of work that is to be undertaken on the case.

Members' voluntary liquidations and Voluntary Arrangements

The legislation is different for members' voluntary liquidations (MVL), Company Voluntary Arrangements (CVA) and Individual Voluntary Arrangements (IVA). In MVLs, the company's members set the fee basis, often as a fixed fee, and SIP 9 does not apply unless the members specifically request it. In CVAs and IVAs, the fee basis is set out in the proposals and creditors approve the fee basis when they approve the arrangement.

All fee bases

With the exception of IVAs and CVAs, which are usually VAT exempt, the office holder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

Expenses

As already indicated, a report will accompany the request to fix the basis of remuneration and that will include details of expenses to be incurred, or likely to be incurred. When reporting to the committee and creditors during the course of the insolvency appointment the actual expenses incurred will be compared with the original estimate provided.

Expenses are any payments from the insolvent estate that are neither an office holder's remuneration nor a distribution to a creditor, or a member. Expenses also include disbursements. Disbursements are payments that are first paid by the office holder and then reimbursed from the insolvent estate. Expenses are divided into those that do not need approval before they are charged to the estate (Category 1) and those that do (Category 2).

Category 1 expenses are payments to persons providing the service to which the expense relates who are not an associate of the office holder. They can be paid by the office holder without obtaining prior approval. Examples of costs that may amount to Category 1 expenses are professional advisors (who are not associates), statutory advertising, external meeting room hire (where the room is only hired for that meeting), external storage, specific penalty bond insurance, insolvency case management software fees charged on a per case basis, and Company search fees.

Category 2 expenses are either payments to associates, or payments in respect of expenses that have an element of shared costs, such as photocopying and mileage. Category 2 expenses require approval in the same manner as an office holder's remuneration before they can be paid.

The practice intends to seek approval to recover the following Category 2 expenses that include an element of shared costs:

Mileage	0.45p per mile
Pension Services	Pension Services will be charged at a rate of £375 to cover the cost of the pension services provided by a third-party business (this is on a small pension case, if it is a more complex case, this will be charged as a Category 1.)
Postage	At the Standard rate of franked mail.
Smart Searches	For the purpose of Money Laundering one off cost £60.00 per case.
Storage	External storage for Company books and records until destruction. Case Recoveries Limited ('CRL') will be providing me with services during the course of the case. CRL is an associate by virtue of the Director and Shareholder also being an employee of Recovery and Turnaround Limited t/a BCIA. BCIA provides business and turnaround advice and, as a result, refers companies to Seneca Insolvency Practitioners when formal insolvency advice is required. CRL will be providing me storage services in order to facilitate the storage of the Company's records. This is charged on a monthly rate of £2.00 per storage box

Professional advisors may be instructed to assist the office holder on the case where they consider that such assistance is necessary to enable them to appropriately administer the case. The fees charged by any professional advisors used will be recharged at cost to the case. Where the professional advisor is not an associate of the office holder it will be for the office holder to agree the basis of their fees. Where the professional advisor is an associate of the office holder it will be for those responsible for fixing the basis of the office holder's remuneration to approve payments to them. The fees of any professional advisors are subject to the rights of creditors to seek further information about them or challenge them as summarised below. Professional advisors that may be instructed on a case include:

- Solicitors/Legal Advisors;
- Auctioneers/Valuers;
- Accountants;
- Quantity Surveyors;
- Estate Agents;
- Pension specialists;
- Employment Claims specialists; and
- GDPR/Cyber Security specialists.
- IT Specialists/Consultants
- Debt Collection Agents
- Private Investigators

Reporting and rights to challenge

Once the basis of the office holder's remuneration has been approved, a periodic report will be provided to any committee and also to each creditor. The report will provide a breakdown of the remuneration charged by the office holder in the period covered by the report, i.e., the amount that the office holder is entitled to draw, together with the amount of remuneration actually drawn. If approval has been obtained for remuneration on a time costs basis, the time costs incurred will also be disclosed, whether drawn or not, together with the "blended" rates of such costs. The report will also compare the actual time costs incurred with those included in the fees estimate prepared when fixing the basis of the remuneration, and indicate whether the fees estimate is likely to be exceeded. If the fees estimate has been exceeded, or is likely to be exceeded, the report will explain why that is the case.

The report will also provide information about expenses incurred in the period covered by the report, together with those actually paid, together with a comparison with the estimated expenses. If the expenses incurred, or anticipated to be incurred, have exceeded the estimate provided the report will explain why that is the case.

Under the insolvency legislation the report must also include a statement of the legislative rights of creditors to request further information about the remuneration charged and expenses incurred in the period covered by the report, or to challenge them on the grounds that they are excessive. Extracts of the relevant insolvency rules dealing with these rights are set out below. Once the time period to seek further information about the office holder's remuneration and/or expenses for the period covered by the report has elapsed, then a Court Order is required to compel the office holder to provide further information about the remuneration and expenses. A Court order is required to challenge the office holder's remuneration and/or expenses for the period covered by the report. Once that period has elapsed, then a separate Court Order is required to allow an application out of time.

Under rule 18.9 of the Insolvency (England and Wales) Rules 2006, 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 office holder's remuneration and expenses, within 21 days of receipt of any report for the period. Any secured creditor may request the same details in the same time limit.

Under rule 18.34, 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 and/or basis of the office holder's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of any report for the period. Any secured creditor may make a similar application to court within the same time limit.

Under some old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for fees to be challenged.