

LIQ03

Notice of progress report in voluntary winding up



Companies House

SATURDAY



A21 *A7BNU3M* #5
04/08/2018
COMPANIES HOUSE

1 Company details

Company number 0 4 2 3 3 3 9 1

Company name in full Andrew Symms Car Body Repairs Limited

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

2 Liquidator's name

Full forename(s) Alex

Surname Dunton

3 Liquidator's address

Building name/number Trinity House

Street 28-30 Blucher Street

Post town Birmingham

County/Region

Postcode B 1 1 Q H

Country

4 Liquidator's name

Full forename(s) Margaret

Surname Carter

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

5 Liquidator's address

Building name/number Trinity House

Street 28-30 Blucher Street

Post town Birmingham

County/Region

Postcode B 1 1 Q H

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	0	d	6	m	0	m	6	y	2	y	0	y	1	y	7	
To date	d	0	d	5	m	0	m	6	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		<div style="display: flex; align-items: center;"> X X </div>														
Signature date	d	0	d	2	m	0	m	8	y	2	y	0	y	1	y	8	

LIQ03

Notice of progress report in voluntary winding up

**Presenter information**

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

Contact name **Alex Dunton**

Company name **Greenfield Recovery Limited**

Address **Trinity House**

28-30 Blucher Street

Post town **Birmingham**

County/Region

Postcode **B 1 1 Q H**

Country

DX

Telephone **0121 201 1720**

**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

Andrew Symms Car Body Repairs Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 06/06/2017 To 05/06/2018 £	From 06/06/2016 To 05/06/2018 £
	ASSET REALISATIONS		
14,114.00	Pre appointment book debts	NIL	14,114.74
3,500.00	Book Debts	NIL	4,037.78
67.00	Barclays - Cash at bank	NIL	39.76
Uncertain	Directors Loan Account - Andrew Sym	1,000.00	2,000.00
	Bank Interest Gross	0.34	1.35
		<u>1,000.34</u>	<u>20,193.63</u>
	COST OF REALISATIONS		
	Preparation of S. of A.	NIL	5,000.00
	Office Holders Fees	2,759.16	13,196.18
	Legal Fees (1)	416.67	416.67
	Legal Disbursements	106.00	106.00
	Statutory Advertising	NIL	338.40
		<u>(3,281.83)</u>	<u>(19,057.25)</u>
	UNSECURED CREDITORS		
(10,500.00)	Trade & Expense Creditors	NIL	NIL
(54,000.00)	HM Revenue & Customs	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(100.00)		<u>NIL</u>	<u>NIL</u>
		<u>NIL</u>	<u>NIL</u>
<u>(46,919.00)</u>		<u>(2,281.49)</u>	<u>1,136.38</u>
	REPRESENTED BY		
	Vat Receivable		635.17
	Bank 1 Current		501.21
			<u>1,136.38</u>



Margaret Carter
Joint Liquidator



**Andrew Symms Car Body Repairs Limited
(In Liquidation)**

Registered Number: 04233391

**Registered Office: c/o Greenfield Recovery Limited
Trinity House, 28-30 Blucher Street, Birmingham, B1 1QH**

**Liquidator's annual progress report
prepared in accordance with s104A of the Insolvency Act 1986
and Rule 18 of the Insolvency Rules 2016**

2 August 2018

CONTENTS

- 1 Introduction
- 2 Receipts and Payments Account
- 3 Outcome for Creditors
- 4 Investigations
- 5 Liquidator's Remuneration and Disbursements and Creditors' Rights
- 6 Outstanding Matters and End of Liquidation

APPENDICES

- A Account of Liquidator's Receipts and Payments for the period from 6 June 2017 to 5 June 2018 and for the cumulative period of the liquidation.
- B Summary of Liquidator's Time Costs for the period from 6 June 2017 to 5 June 2018 and for the cumulative period of the liquidation.
- C Original Fees and Disbursements Estimates
- D Court Order dated 28 March 2018

1 INTRODUCTION

Amie Johnson was appointed as Liquidator of the Company at meeting of members held on 6 June 2016. Amie Johnson was licensed to act as an Insolvency Practitioner in the UK by the Insolvency Practitioners Association and is bound by the Insolvency Code of Ethics.

Amie Johnson left the firm and on 28 March 2018 a court order was granted pursuant to which Margaret Carter and I replaced Ms Johnson as Joint Liquidators. Margaret Carter and I are authorised to act as Insolvency Practitioners in the UK by the Institute of Chartered Accountants in England and Wales and we are bound by the Insolvency Code of Ethics. A copy of the court order appointing me as Joint Liquidator is attached, at Appendix D, to this report.

This is the Liquidator's second annual progress report as required by Section 104A of the Insolvency Act 1986 and Rule 18 of the Insolvency Rules 2016. It shows how the liquidation has been conducted and the Company's property disposed of, the outcome for creditors and other information that the Liquidator is required to disclose.

This report covers the 12 month period since the date of the last report and should be read in conjunction with previous reports issued in this matter.

2 RECEIPTS AND PAYMENTS ACCOUNT

Receipts and Payments Account

Attached at Appendix A is a summary of the Liquidator's receipts and payments for the period of 6 June 2017 to 5 June 2018 and for the cumulative period of the liquidation.

Asset realisations

Directors Loan Account ("DLA")

As previously reported, the last filed accounts indicated that the Company's director owed the Company the sum of £62,657. In the reporting period I have been liaising with Howes Percival LLP in respect of taking an enforcement action against the director to realise the outstanding director's loan account. Steps have been taken to formalise the agreement with the director whereby the latter would provide a security for the director's loan account in consideration for the discharge of the debt by monthly instalments. The sum of £1,000 has been received in the reporting period and the realisation of the director's loan account is ongoing.

Bank interest gross

All realisations have been banked in an interest bearing account. 34 pence has been received in this period.

Unrealised Assets

Book Debts

According to the director's Statement of Affairs, book debts of £7,000 were outstanding to the Company. Following the Liquidator's appointment, it transpired that the book debts outstanding to the Company total £42,603.79. During the reporting period, Harrison Clarke Rickerbys Limited Solicitors ("Harrison Clarke") have been instructed to provide legal advice on the merits of pursuing the outstanding book debts. I am currently liaising with Harrison Clarke in respect of options to recover the debts due to the Company.

Payments

The payments reflected on the receipts and payments account at Appendix A show the payments made during made in the period covered by this report and the cumulative period of the liquidation.

Office Holders Fees - £2,759.16 has been paid to this firm in connection with the liquidators' remuneration and convening the meetings of members and creditors.

Legal Fees - A total of £416.67 has been paid to Howes Percival LLP for assisting the liquidator with the collection of the director's loan account.

Legal Disbursements - £106 has been paid to Howes Percival LLP in respect of external costs incurred by the latter in assisting the liquidators.

In addition to the expenses which have been drawn during this period, I have also incurred the following expenses which have not yet been drawn:

Expense	Provider	Amount (£)
Specific bond	Marsh Ltd	100.00
Total		100.00

This fee has been paid by Greenfield Recovery and not yet recharged to estate.

3 OUTCOME FOR CREDITORS

Secured Creditors

There are no secured creditors in this matter.

Preferential Creditors

There are no preferential matters in this matter.

Prescribed Part

Where there is a floating charge created after 15 September 2003, a percentage of the assets realised subject to the charge is ring fenced for unsecured creditors. This is called the prescribed part of the company's net property available for the satisfaction of unsecured debts.

As there are no unsatisfied post-Enterprise Act charges, there will be no requirement to set aside a prescribed part in this matter.

Unsecured Creditors

In accordance with the Statement of Affairs, unsecured creditors totalled £64,500.00. Claims totalling £65,045.79 have been received from the unsecured creditors.

The funds realised in the Liquidation to date have been utilised for defraying the expenses of the Liquidation and as a result there will be no distribution to unsecured creditors, nor will any monies be paid to unsecured creditors by virtue of the application of Section 176(A) of the Insolvency Act 1986 (prescribed part).

4 INVESTIGATIONS

As set out in the previous report, the Liquidator's assessment of the Company's affairs has not indicated that any detailed investigations are required which are likely to result in further realisations for the benefit of creditors.

I confirm that we have complied with our statutory duties, including investigating and reporting to the Department of Business Innovation & Skills in respect of the conduct of the Company's director. Our report and disclosures are confidential and are not available to creditors.

5 LIQUIDATOR'S REMUNERATION AND DISBURSEMENTS AND CREDITORS' RIGHTS

Statement of Affairs fee

A resolution was passed at the Meeting of Creditors, in relation to my pre-appointment costs, as follows:-

"That Greenfield Recovery Limited's fees in connection with preparing the Statement of Affairs and convening the meetings of members and creditors be approved in the sum of £10,000 plus VAT and disbursements and may be paid as an expense of the liquidation."

The sum of £5,000 has been recovered in this respect to date.

It is considered that this fee is fair and reasonable as, in my experience, the average time costs spent carrying out the work required prior to the liquidation of the Company totals £10,000.

Remuneration

The statutory provisions relating to remuneration are contained in Rules 18.16 and 18.20 of The Insolvency Rules 2016. A Creditors' Guide to Liquidator's fees is available at <https://www.greenfieldrecovery.co.uk/media/591328/liquidations-creditor-fee-guide-april-2017.pdf> on the 'Costs and Fees' page or upon request to our office. Should a hardcopy of any document be required, this will be provided free of charge.

My remuneration was approved by creditors on 26 July 2016, on a time cost basis based on a fees estimate of £40,475. The fees estimate acts as a cap and I cannot draw remuneration in excess of the estimate without first seeking approval from creditors.

I have incurred time charges for the period from 6 June 2017 to 5 June 2018 of £6,867 representing a total of 23.10 hours having been spent on the administration of this case. Therefore, the average hourly rate equates to £297.27. Liquidator's fees of £2,759.16 have been drawn during the period of this report.

For the entire period of the liquidation, I have incurred time of £44,968.25 representing a total of 144.20 hours having been spent on the administration of this case. Therefore the average hourly rate equates to £311.85 as compared with the estimated average charge out rate from the original fees estimate of £348.92. Liquidator's fees of £13,196.18 have been drawn since the commencement of the liquidation.

The work has been categorised into the following task headings and sub-categories.

Administration and Planning

This category of work includes case planning and set-up, appointment notification, statutory reporting, compliance, cashiering, accounting and administrative functions.

The work undertaken in this category is required as part of my statutory and regulatory requirements and is unlikely to directly produce a financial benefit to creditors.

Case Specific

This category of work includes relates to the costs associated with attending the Company's meetings of members and creditors

Investigations

The work recorded in this category will relate to my initial assessment of the Company's affairs as required by Statement of Insolvency Practice 2. This includes an analysis of the Company's bank statement, consideration of the Company's financial statements and a review of the Company's

books and records, where available. In addition, the work undertaken includes reporting on the Director's conduct as required by the Company Directors Disqualification Act 1986 (as amended).

The investigation work undertaken is required as part of my statutory duties outlined above. Further investigations may be undertaken with a view to increasing funds available to creditors. As such, investigative work may have a financial benefit to creditors.

Realisation of Assets

This category of work includes any action undertaken in order to protect or realise any assets of the Company. Work may be undertaken in order to put insurance in place or assess whether there are assets which may result in a realisation and time costs may be incurred in this category even if there have been no asset realisations.

In this case, the Statement of Affairs indicated that the assets of the Company were book debts, cash at bank and director's loan account.

Creditors

This category includes entering of creditors information on IPS, communications with creditors, preparing reports to creditors, creditors' meetings, processing proofs of debt and progressing employee related claims.

The work required in this category is required as part of my statutory and regulatory duties and is necessary but it is unlikely to provide any direct financial benefit to creditors.

In order that creditors may properly review the time spent on the administration of this case, I enclose herewith a detailed schedule at Appendix B and for the purposes of comparison a copy of the original fees estimate at Appendix C. The table below also provides a comparison between the initial fees estimate and the time spent on the case to date.

Category of Work	Estimated No. of Hours	Actual Hours Spent	Estimated Hourly Rate	Actual Hourly Rate	Estimated Total Time	Actual Total Time Costs
Admin and Planning	29	49.85	350.86	304.88	10,175.00	15,198.25
Case Specific	-	4.10	-	390.85	-	1,602.50
Investigations	31	23.20	343.55	312.72	10,650.00	7,255
Realisation of Assets	17	55.40	338.24	315.70	5,750.00	17,490.00
Creditors	39	11.65	356.41	293.78	13,900.00	3,422.50
Total	116	144.20	348.92	311.85	40,475.00	44,968.25

Time costs incurred exceeded the sum set out in the liquidator's fees estimate as more time has been spent on Administration and Planning and Realisation of Assets than originally anticipated. Additional time had to be spent as a result of the book debts being higher than originally anticipated and requiring reconciling and solicitors to be instructed in relation to the same. Further time was required as a result of the issues surrounding recovery of the DLA. At the time of preparation of the fees estimate it was not anticipated that solicitors would need to be instructed to recover the DLA or the book debts.

Liquidator's fees of £13,196.18 have been drawn since the liquidator's appointment in this matter.

In common with other professional firms, our firm's charge-out rates increase from time to time over the period of the administration of a case. Specific details of the current charge-out rates applicable to those staff who worked on this case are also available at www.greenfieldrecovery.co.uk on the 'Costs and Fees' page or upon request to our office.

Category 2 disbursements

These are costs that are directly referable to the appointment, but not a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage.

Payment of these disbursements was approved by creditors on 26 July 2016, with an estimated total of £13.92. A copy of the original estimate is included at Appendix C.

No category 2 disbursements have been recharged in relation to this matter during the period of this report, however, photocopying costs of £9.60 and postage costs of £23.84 have been incurred and will be recharged to the liquidation estate in due course.

Expenses Incurred

As referred to above, Howes Percival LLP were instructed to assist in realising the overdrawn director's loan account. They are engaged on a time cost basis which is not to exceed 25% of the funds realised.

Harrison Clarke Rickerbys Limited have been instructed to assist with the collection of the outstanding book debts. They have been instructed on a speculative basis and the recovery of their fees is based on the realisations made.

Creditors' Rights

Any secured creditor, unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) or any unsecured creditor with the permission of the Court, may within 21 days of the receipt of this report make a request in writing to the Liquidator for further information about the remuneration or expenses incurred in the period since my appointment.

In addition to the above, any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) or any unsecured creditor with the permission of the Court, may within 8 weeks of receipt of this report make an application to Court on the grounds that the basis fixed for the Liquidator's remuneration is inappropriate, or the remuneration charged or the expenses incurred by the Liquidator since the date of my appointment are excessive.

6 OUTSTANDING MATTERS AND END OF LIQUIDATION

As set out above in more detail above, I am not yet in a position to conclude the liquidation as the realisation of the director's loan account and book debts is still ongoing

Once all matters have been finalised I will take steps to complete the liquidation.

If you wish to discuss the issues raised in this report or require any additional information, please contact Ronel Mehmedov of this office.

Yours faithfully
for and on behalf of
Andrew Symms Car Body Repairs Limited



Margaret Carter
Joint Liquidator

Andrew Symms Car Body Repairs Limited - In Liquidation

Alex Dunton and Margaret Carter are authorised to act as insolvency practitioners in the UK by Institute of Chartered Accountants in England and Wales and are bound by the Insolvency Code of Ethics. When acting as Administrator(s), the affairs, business and property of the Company are being managed by the Administrator(s) who act as agents of the Company and contract without personal liability.

APPENDIX A

**ACCOUNT OF LIQUIDATOR'S RECEIPTS AND PAYMENTS FOR THE PERIOD
FROM 6 JUNE 2017 TO 5 JUNE 2018
AND FOR THE CUMULATIVE PERIOD OF THE LIQUIDATION**

See Attached

Andrew Symms Car Body Repairs Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 06/06/2017 To 05/06/2018 £	From 06/06/2016 To 05/06/2018 £
	ASSET REALISATIONS		
14,114.00	Pre appointment book debts	NIL	14,114.74
3,500.00	Book Debts	NIL	4,037.78
67.00	Barclays - Cash at bank	NIL	39.76
Uncertain	Directors Loan Account - Andrew Sym	1,000.00	2,000.00
	Bank Interest Gross	0.34	1.35
		<u>1,000.34</u>	<u>20,193.63</u>
	COST OF REALISATIONS		
	Preparation of S. of A.	NIL	5,000.00
	Office Holders Fees	2,759.16	13,196.18
	Legal Fees (1)	416.67	416.67
	Legal Disbursements	106.00	106.00
	Statutory Advertising	NIL	338.40
		<u>(3,281.83)</u>	<u>(19,057.25)</u>
	UNSECURED CREDITORS		
(10,500.00)	Trade & Expense Creditors	NIL	NIL
(54,000.00)	HM Revenue & Customs	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(100.00)		<u>NIL</u>	<u>NIL</u>
		<u>NIL</u>	<u>NIL</u>
<u>(46,919.00)</u>		<u>(2,281.49)</u>	<u>1,136.38</u>
	REPRESENTED BY		
	Vat Receivable		635.17
	Bank 1 Current		501.21
			<u>1,136.38</u>



Margaret Carter
Joint Liquidator

APPENDIX B

**SUMMARY OF LIQUIDATOR'S TIME COSTS FOR THE PERIOD
FROM 6 JUNE 2017 TO 5 JUNE 2018
AND FOR THE CUMULATIVE PERIOD OF THE LIQUIDATION**

See attached

Time Entry - SIP9 Time & Cost Summary

ASCBR001 - Andrew Symms Car Body Repairs Limited
 All Post Appointment Project Codes
 From: 06/06/2016 To: 05/06/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	13.35	5.30	25.55	5.65	49.85	15,198.25	304.88
Case Specific Matters	3.80	0.00	0.30	0.00	4.10	1,602.50	390.85
Creditors	1.00	0.00	10.65	0.00	11.65	3,422.50	293.78
Investigations	7.00	0.00	16.20	0.00	23.20	7,255.00	312.72
Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non Chargeable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	17.10	1.20	37.10	0.00	55.40	17,490.00	315.70
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	42.25	6.50	89.80	5.65	144.20	44,968.25	311.85
Total Fees Claimed						13,196.18	
Total Disbursements Claimed						0.00	

Time Entry - SLP9 Time & Cost Summary

Category 2 Disbursements

ASCBR001 - Andrew Symms Car Body Repairs Limited
From: 06/06/2016 To: 05/06/2018

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.

Transaction Date	Type and Purpose	Amount
08/06/2016	Photocopying: Posting out notices	11.52
08/06/2016	Postage Costs: Postage costs	6.72
Total		18.24

Time Entry - SIP9 Time & Cost Summary

ASCBR001 - Andrew Symms Car Body Repairs Limited
All Post Appointment Project Codes
From: 06/06/2017 To: 05/06/2018

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	1.80	0.60	3.35	2.65	8.40	2,199.50	261.85
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.40	0.00	5.00	0.00	5.40	1,622.50	300.46
Investigations	0.80	0.00	5.00	0.00	5.80	1,695.00	292.24
Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non Chargeable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	3.00	0.00	0.50	0.00	3.50	1,350.00	385.71
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	6.00	0.60	13.85	2.65	23.10	6,867.00	297.27
Total Fees Claimed							13,196.18
Total Disbursements Claimed							0.00

APPENDIX C

ORIGINAL FEES AND DISBURSEMENTS ESTIMATES

See attached

Appendix I

Fees Estimate for Andrew Symms Car Body Repairs Limited in Creditors' Voluntary Liquidation as at 6 June 2016

Below is the fee estimate in respect of the above case for the purpose of obtaining a time-costs resolution. The total amount being sought is £40,475 for 116 hours at an average hourly rate of £350.41.

Details of Greenfield Recovery Limited's current charge-out rates are detailed below.

Approval for the future remuneration sought is based on an estimate of the work necessary to the completion of the administration of the case. I do not anticipate that it will be necessary to seek approval for fees in excess of this estimate. However, should additional work be necessary beyond what is contemplated, further approval may be sought from creditors.

It is anticipated that time costs of £42,400 will be incurred in dealing with this matter, however, remuneration will only be drawn if and when funds become available in the liquidation estate.

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total
Administration and Planning		29	£350.86	£10,175
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements			
Document maintenance/file review/checklist	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists			
Bank account administration/cashiering	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments VAT Returns			
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case			
Books and records / storage	Dealing with records in storage Sending job files to storage			
Investigations		31	£343.55	£10,650
SIP 2 Review	Collection, and making an inventory, of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Correspondence and communications with the company's bank Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken			
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations			
Examinations	Preparing brief to solicitor Liaising with solicitor(s) regarding examinations Attendance at examination			

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total
	<p>Reviewing examination transcripts</p> <p>Liaising with solicitor(s) regarding outcome of examinations and further actions available</p>			
Realisation of Assets		17	£338.24	£5,750
Pursuing Antecedent Transactions	<p>Negotiating to attempt settlement with relevant parties</p> <p>Strategy meeting regarding litigation</p> <p>Seeking funding from creditors</p> <p>Reviewing terms of solicitors' conditional fee agreements</p> <p>Preparing brief to solicitors/Counsel</p> <p>Liaising with solicitors regarding recovery actions</p> <p>Dealing with ATE insurers</p> <p>Attending to negotiations</p> <p>Attending to settlement matters</p>			
Sale of Business as a Going Concern	<p>Instructing and liaising with agents</p> <p>Preparing an information memorandum</p> <p>Liaising with potential purchasers</p> <p>Agreeing licences to trade/occupy</p> <p>Assessment and review of offers received</p> <p>Negotiating with intended purchaser</p> <p>Liaising with secured creditors and seeking releases</p> <p>Exchanges with solicitors to agree sale and purchase agreement</p> <p>Surrender of lease (where appropriate)</p> <p>Pursuing deferred sale consideration</p>			
Plant and Equipment	<p>Liaising with valuers, auctioneers and interested parties</p> <p>Reviewing asset listings</p> <p>Liaising with secured creditors and landlords</p>			
Freehold/Leasehold Property	<p>Liaising with valuers and agents on marketing strategy and offers received</p> <p>Dealing with tenant issues (if any)</p> <p>Liaising with secured creditors and landlords</p> <p>Agreeing assignment, surrender or disclaiming property</p>			
Debtors	<p>Collecting supporting documentation</p> <p>Correspondence with debtors</p> <p>Reviewing and assessing debtors' ledgers</p> <p>Receiving updates from factoring companies and liaising reassignment of ledger</p> <p>Liaising with debt collectors and solicitors</p> <p>Agreeing debt collection agency agreements</p> <p>Dealing with disputes, including communicating with directors/former staff</p> <p>Pursuing credit insurance claims</p> <p>Submitting VAT bad debt relief claims</p>			
Leasing	<p>Reviewing leasing documents</p> <p>Liaising with owners/lessors</p> <p>Tasks associated with disclaiming leases if appropriate</p>			
Stock	<p>Conducting stock takes</p> <p>Reviewing stock values</p> <p>Liaising with agents and potential purchasers</p> <p>Analysing the value in WIP</p> <p>Contracting with service-providers/suppliers to complete WIP</p>			
Retention of Title Claims	<p>Receive initial notification of creditor's intention to claim</p> <p>Provision of retention of title claim form to creditor</p> <p>Meeting claimant on site to identify goods</p> <p>Adjudicate retention of title claim</p> <p>Forward correspondence to claimant notifying outcome of adjudication</p> <p>Preparation of payment vouchers and correspondence to claimant to accompany payment of claim (if valid)</p> <p>Exchanges with solicitors in deciding claims and dealing with disputes</p>			

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total
Other assets: motor vehicles Intangibles Intellectual property VAT/corporation tax refunds Insurance claims	Liaising with agents to agree disposal strategy Dealing with potential purchasers Negotiating sales Liaising with solicitors to agree sales Collecting sales consideration Liaising with insurance companies and directors to pursue claims Examining company records to support tax refunds Exchanges with government departments			
Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers			
Trading		0	£0.00	£0.00
Creditors		39	£356.41	£13,900
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator			
Dealing with proofs of debt	Recepting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend			
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims			
Dividend procedures	Agreeing allocation of realisations and costs between fixed and floating charges Paying distribution to secured creditors and seeking confirmation of discharged claims Preparation of correspondence to creditors advising of intention to declare distribution Advertisement of notice of proposed distribution Preparation of distribution calculation Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution Preparation of correspondence to creditors enclosing payment of distribution Seeking unique tax reference from HMRC, submitting information on PAYE/NI deductions from employee distributions and paying over to HMRC Dealing with unclaimed dividends			
Creditor reports	Preparing annual progress report, investigation, meeting and general reports to creditors Disclosure of sales to connected parties			
Meeting of Creditors	Preparation of meeting notices, proxies/voting forms and advertisements notice of meeting to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of			

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total
	meeting. Responding to queries and questions following meeting Issuing notice of result of meeting.			
Creditors Committee	Holding an initial meeting of the Committee Reporting to committee members Seeking the committees approval on case strategy Calling and holding meetings of the committee as required and the circumstances of the case dictate			
Total		116	£348.92	£40,475

Current Charge-out Rates for the firm

Time charging policy

Support staff do charge their time to each case.

Support staff include cashier, secretarial and administration support.

The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates £
Insolvency Practitioner/ Directors	400-500
Manager	300-400
Other Senior Professionals/ Senior Administrator	200-300
Secretarial/Administration support staff	90-200

APPENDIX D

COURT ORDER DATED 28 MARCH 2018

See Attached

2230
CASE NO: of 2018



IN THE HIGH COURT OF JUSTICE
BUSINESS AND PROPERTY COURTS IN MANCHESTER
INSOLVENCY AND COMPANIES LIST (ChD)

Before District Judge Obodan
IN THE MATTER OF AVANT DESIGN LIMITED (IN CREDITORS VOLUNTARY
LIQUIDATION) AND OTHERS

AND IN THE MATTER OF B. TILL RECOVERY (A PARTNERSHIP) (IN COMPULSORY
LIQUIDATION) AND OTHERS

AND IN THE MATTER OF AERIAL PAINTERS LIMITED (IN ADMINISTRATION) AND
OTHERS

AND IN THE MATTER OF SEAN CLANCY (A BANKRUPT) AND OTHERS

AND IN THE MATTER OF THE INSOLVENCY ACT 1986

BETWEEN

- (1) MARGARET CARTER
- (2) ALEX DUNTON

Applicants

AND

- (1) AMIE JOHNSON
- (2) SAJID SATTAR
- (3) CARRIE-ANN JAMES

Respondents

ORDER

UPON the application of Margaret Carter and Alex Dunton dated 2 March 2018

AND UPON reading the First Witness Statement of Margaret Carter with Exhibit MC1 dated
2 March 2018

IT IS ORDERED THAT:

- 1 Each of the County Court cases listed in Schedule 1 (attached to this order) be transferred to the High Court of Justice, Business and Property Courts in Manchester, Insolvency and Companies List (ChD) for the purpose only of making this order.
- 2 Immediately upon this order taking effect, the County Court cases listed in Schedule 1 (attached to this order) be transferred back to the County Court.
- 3 Amie Johnson ("Outgoing Officeholder") be removed from office in respect of each of the cases listed in Schedule 2 (attached to this order) ("Block Transfer Cases") from the date of this order.
- 4 Margaret Carter and Alex Dunton be appointed as joint replacement officeholders in respect of each of the Block Transfer Cases listed in Part 1 of Schedule 2
- 5 Alex Dunton be appointed as joint replacement officeholder in respect of each of the Block Transfer Cases listed in Part 2 of Schedule 2 from the date of this order.
- 6 Margaret Carter be appointed as joint replacement officeholder in respect of each of the Block Transfer Cases listed in Part 3 of Schedule 2 from the date of this order.
- 7 The creditors in each of the Block Transfer Cases listed in Schedule 2 be notified of this order by advertisement in the London Gazette within 14 days of the date of the order, and within the body of the report at the time of the next statutory reporting requirement for each case.
- 8 Any creditor in respect of any of the companies or persons listed in Schedule 2 who has an objection to this order shall have 28 days from the date of the advertisement in accordance with the preceding paragraph to apply to court to set aside or vary the terms of this order. Such application shall not affect the transfer of the Block Transfer Cases listed in Schedule 2 until further or other order by the court.
- 9 Margaret Carter and Alex Dunton shall give notice to the Secretary of State in respect of the liquidations and bankruptcies listed in Part 1 of Schedule 2, and to the Registrar of Companies in respect of the liquidations listed in Part 1 of Schedule 2, of the terms of this order as soon as reasonably practicable.

- 10 Alex Dunton shall give notice to the Secretary of State and the Registrar of Companies in respect of the liquidations listed in Part 2 of Schedule 2 of the terms of this order as soon as reasonably practicable.
- 11 Margaret Carter shall give notice to the Secretary of State in respect of the liquidations, administrations and bankruptcies listed in Part 3 of Schedule 2, and to the Registrar of Companies in respect of the liquidations and administrations listed in Part 3 of Schedule 2, of the terms of this order as soon as reasonably practicable.
- 12 The Applicants shall file a copy of this order with each of the courts listed in Schedule 1.
- 13 The Outgoing Officeholder shall receive her release as liquidator, administrator and trustee in bankruptcy respectively 28 days after the giving of notice to creditors by advertisement in accordance with this order, save that such release may be subject to further order in the event of an application by any creditor under paragraph 8 of this order for the specific case subject to that application.
- 14 No order as to costs.
- 15 Such further order or other relief or direction as the court shall deem fit.

SCHEDULE 1

Name of Case	Appointed Date	Court	Court No	Capacity of Outgoing Office Holder	Proposed Appointee(s)
Part 1					
Andrew McKellar Muldoon	13/07/2016	County Court at Nottingham	324 of 2015	Trustee	Alex Dunton and Margaret Carter
Gail Pyatt	14/07/2016	County Court at Warwick	31 Of 2016	Joint Trustee	Margaret Carter
Keith Pyatt & Gail Pyatt	14/07/2016	County Court at Warwick	31 Of 2016	Joint Trustee	Margaret Carter
Karen Lesley Till	23/01/2015	County Court at Dudley	23 Of 2015	Joint Trustee	Margaret Carter
Keith Pyatt	14/07/2016	County Court at Warwick	31 Of 2016	Joint Trustee	Margaret Carter
Sean Clancy	10/03/2016	County Court at Liverpool	719 Of 2015	Joint Trustee	Margaret Carter
Swindells Livestock Limited CRN 01297175	11/07/2016	County Court at Lincoln	16 Of 2016	Joint Liquidator	Margaret Carter

SCHEDULE 2

Name of Case	Appointed Date	Court	Court No	Capacity of Outgoing Office Holder	Proposed Appointee(s)
Part 1					
Avant Design Limited CRN 06773870	27/11/2017			Liquidator	Alex Dunton and Margaret Carter
Andrew Symms Car Body Repairs Limited CRN 04233391	06/06/2016			Liquidator	Alex Dunton and Margaret Carter
Astro Manufacturing Limited CRN 07652975	08/09/2016			Liquidator	Alex Dunton and Margaret Carter
Atlantic Media Limited CRN 05657827	17/02/2017			Liquidator	Alex Dunton and Margaret Carter
Beehive Art Funding Limited CRN 08142348	30/11/2017			Liquidator	Alex Dunton and Margaret Carter
Andrew McKellar Muldoon	13/07/2016	County Court at Nottingham	324 of 2015	Trustee	Alex Dunton and Margaret Carter
John Donnelly	22/03/2017	High Court of Justice Companies Court	1255 Of 2016	Trustee	Alex Dunton and Margaret Carter
Bic Plant Ltd CRN 08470568	28/02/2017			Liquidator	Alex Dunton and Margaret Carter
Bride To Be (Manchester) Limited CRN 09257115	13/04/2017			Liquidator	Alex Dunton and Margaret Carter
Connect Containers & Pallets Ltd CRN 08725586	21/07/2017			Liquidator	Alex Dunton and Margaret Carter
Cumbria Roofing North West Ltd CRN 06934589	30/05/2017			Liquidator	Alex Dunton and Margaret Carter
Coiffeur Salon Limited CRN 05916238	22/07/2016			Liquidator	Alex Dunton and Margaret Carter

C S Solutions Design & Build Limited CRN 07525086	29/03/2017			Liquidator	Alex Dunton and Margaret Carter
Dream2XL Limited CRN 06661597	28/07/2016			Liquidator	Alex Dunton and Margaret Carter
Dekra Developments Ltd CRN 05439220	31/01/2017			Liquidator	Alex Dunton and Margaret Carter
D J Green Drylining Ltd CRN 08641701	18/01/2017			Liquidator	Alex Dunton and Margaret Carter
David Shepherd Medical Limited CRN 07054853	12/12/2016			Liquidator	Alex Dunton and Margaret Carter
Dudas Windows Limited CRN 09111838	24/03/2017			Liquidator	Alex Dunton and Margaret Carter
Epitomee Limited CRN 08122614	12/10/2017			Liquidator	Alex Dunton and Margaret Carter
Elite Boarding Solutions Limited CRN 08085004	06/01/2017			Liquidator	Alex Dunton and Margaret Carter
Energize Contracts Limited CRN 05386517	31/05/2017			Liquidator	Alex Dunton and Margaret Carter
Electrical Control Systems Limited CRN 08791950	01/09/2017			Liquidator	Alex Dunton and Margaret Carter
FDB Construction Limited CRN 09536139	30/06/2017			Liquidator	Alex Dunton and Margaret Carter
Franzini Financial Services Limited CRN 5101330	27/03/2017			Liquidator	Alex Dunton and Margaret Carter
Forever Achieve Limited CRN 09395038	16/08/2017			Liquidator	Alex Dunton and Margaret Carter
GB Operations Limited CRN 08576447	06/06/2017			Liquidator	Alex Dunton and Margaret Carter

GM Food & Nutrition Limited CRN 07630508	21/11/2016			Liquidator	Alex Dunton and Margaret Carter
HJM Fabrication Northern Limited CRN 08799407	23/03/2017			Liquidator	Alex Dunton and Margaret Carter
Hoffmann and Koree Limited CRN 06815825	29/03/2017			Liquidator	Alex Dunton and Margaret Carter
HR Construction Limited CRN 05792335	17/08/2017			Liquidator	Alex Dunton and Margaret Carter
Hotel Support Services Limited CRN 09787981	17/11/2017			Liquidator	Alex Dunton and Margaret Carter
JCR Fireplace Accessories Limited CRN 07327993	29/09/2017			Liquidator	Alex Dunton and Margaret Carter
JJ Mulcair Utilities Limited CRN 08728581	29/07/2016			Liquidator	Alex Dunton and Margaret Carter
Leaver Developments Limited CRN 7544178	29/03/2017			Liquidator	Alex Dunton and Margaret Carter
Limitless Offshore Ltd CRN 08343526	28/10/2016			Liquidator	Alex Dunton and Margaret Carter
Lateral Services Limited CRN 05593181	31/07/2017			Liquidator	Alex Dunton and Margaret Carter
Mercar Mercar Limited CRN 04780160	27/07/2016			Liquidator	Alex Dunton and Margaret Carter
Marketing Locally Limited CRN 07245100	30/11/2016			Liquidator	Alex Dunton and Margaret Carter
Merlin Systems Solutions Limited CRN 06657788	02/12/2016			Liquidator	Alex Dunton and Margaret Carter
M3 Thinking Limited CRN 09172745	15/12/2016			Liquidator	Alex Dunton and Margaret Carter

OK Garage Milton Keynes Limited CRN 07000894	23/11/2017			Liquidator	Alex Dunton and Margaret Carter
Omega Site Engineering Ltd CRN 05181739	16/10/2017			Liquidator	Alex Dunton and Margaret Carter
Primary Communications Ltd CRN 06072460	02/09/2016			Liquidator	Alex Dunton and Margaret Carter
Pilkington Fabric Engineering Group Ltd CRN 08416111	21/04/2017			Liquidator	Alex Dunton and Margaret Carter
Paul Ford Limited CRN 9169905	27/10/2016			Liquidator	Alex Dunton and Margaret Carter
PH Ceilings and Partitions Limited CRN 07015934	27/07/2017			Liquidator	Alex Dunton and Margaret Carter
PK Prestige Developments Ltd CRN 07349852	23/01/2017			Liquidator	Alex Dunton and Margaret Carter
Prestige Plumbing & Heating Limited CRN 05691350	23/05/2017			Liquidator	Alex Dunton and Margaret Carter
Rezound Limited CRN 05327162	14/07/2017			Liquidator	Alex Dunton and Margaret Carter
Rigo Sports Management Limited CRN 07783997	14/12/2016			Liquidator	Alex Dunton and Margaret Carter
Rupert Magnus Trading Co Limited CRN 02374993	16/11/2017			Liquidator	Alex Dunton and Margaret Carter
ST Europe Limited CRN 07795621	27/07/2017			Liquidator	Alex Dunton and Margaret Carter
Tinislands Financial Contracts Limited CRN 06065495	18/09/2017			Liquidator	Alex Dunton and Margaret Carter
The Glitter Pot Limited CRN 05366605	17/08/2016			Liquidator	Alex Dunton and Margaret Carter

Thames Business Services Ltd CRN 07067253	25/11/2016			Liquidator	Alex Dunton and Margaret Carter
Tingley Boxes Limited CRN 09365509	24/10/2017			Liquidator	Alex Dunton and Margaret Carter
Trinity Sales & Marketing Limited CRN 03438152	20/07/2016			Liquidator	Alex Dunton and Margaret Carter
WCG Pipetec Limited CRN 08660215	11/11/2016			Liquidator	Alex Dunton and Margaret Carter
Wilson and Wilson Publishing Limited CRN 02358851	22/11/2017			Liquidator	Alex Dunton and Margaret Carter
Part 2					
Brecon Electrical & Security Limited CRN 03103945	22/07/2016			Joint Liquidator	Alex Dunton
Corby Trades and Labour Club and Institute Limited CRN IP15552R	27/02/2017			Joint Liquidator	Alex Dunton
XYZ321 Ltd CRN 04218187	30/07/2014			Joint Liquidator	Alex Dunton
Part 3					
Aerial Painters Limited CRN 06863501	09/06/2016	High Court of Justice, Chancery Division, Leeds	524 Of 2016	Joint Administrator	Margaret Carter
Gail Pyatt	14/07/2016	County Court at Warwick	31 Of 2016	Joint Trustee	Margaret Carter
Keith Pyatt & Gail Pyatt	14/07/2016	County Court at Warwick	31 Of 2016	Joint Trustee	Margaret Carter
Karen Lesley Till	23/01/2015	County Court at Dudley	23 Of 2015	Joint Trustee	Margaret Carter
Keith Pyatt	14/07/2016	County Court at Warwick	31 Of 2016	Joint Trustee	Margaret Carter
Sean Clancy	10/03/2016	County Court at Liverpool	719 Of 2015	Joint Trustee	Margaret Carter

B.Till Recovery (A Partnership)	23/01/2015	High Court of Justice Companies Court	008035 Of 2014	Joint Liquidator	Margaret Carter
Massingham & Co. Limited CRN 03109793	16/12/2016			Joint Liquidator	Margaret Carter
Riding Developments Ltd CRN 05265001	12/05/2017	High Court of Justice, Leeds District Registry	468 Of 2017	Joint Administrator	Margaret Carter
Swindells Livestock Limited CRN 01297175	11/07/2016	County Court at Lincoln	16 Of 2016	Joint Liquidator	Margaret Carter
T&DA Realisations Limited CRN 5465971	28/07/2017	High Court of Justice, Manchester District Registry	005419 Of 2017	Joint Administrator	Margaret Carter
WPS Electrics Limited CRN 08099062	21/06/2017			Joint Liquidator	Margaret Carter