

LIQ03

Notice of progress report in voluntary winding up



Companies House

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

1 Company details

Company number 0 4 2 9 6 4 6 6
Company name in full ABC Print (Hereford) Limited

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

2 Liquidator's name

Full forename(s) Timothy Frank
Surname Corfield

3 Liquidator's address

Building name/number 26/28 Goodall Street
Street Walsall
Post town West Midlands
County/Region
Postcode W S 1 1 Q L
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.

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Notice of progress report in voluntary winding up


6 Period of progress report

From date	^d 0	^d 3	^m 0	^m 8	^y 2	^y 0	^y 1	^y 9	
To date	^d 0	^d 2	^m 0	^m 8	^y 2	^y 0	^y 2	^y 0	

7 Progress report

<input checked="" type="checkbox"/> The progress report is attached	
---	--

8 Sign and date

Liquidator's signature	Signature X  X								
Signature date	^d 3	^d 0	^m 0	^m 9	^y 2	^y 0	^y 2	^y 0	

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 **Timothy Frank Corfield**

Company name **Griffin & King Insolvency**

Address **26/28 Goodall Street**

Walsall

Post town **West Midlands**

County/Region

Postcode

W S 1 1 Q L

Country

DX

Telephone

01922 722205



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

ABC Print (Hereford) Limited - in liquidation
Liquidator's Abstract of Receipts & Payments

Statement of Affairs		From 03/08/2019 To 02/08/2020	From 03/08/2016 To 02/08/2020
HIRE PURCHASE			
160,000.00	Plant, Machinery & Equipment		NIL
-190,000.00	Clydesdale Finance		NIL
500,000.00	Plant, Machinery & Equipment		NIL
-800,000.00	Close Brothers Asset Finance		NIL
			<hr/> NIL
REALISATIONS			
58,000.00	Plant, Machinery & Equipment		61,245.00
4,200.00	Motor Vehicles		2,075.00
2,000.00	Stock & Work in Progress		2,000.00
136,062.00	Book Debts		111,966.42
81,366.00	Balance at Bank		81,366.01
	Goodwill & IP		10.00
	Customer Database		7,995.00
	Petty Cash		19.02
	Bank Interest Gross	10.88	58.31
	VAT refund		1000.00
	VAT Payable		14450.00
		<hr/> 10.88	<hr/> 282,184.76
PAYMENTS			
	Statement of Affairs Fee		(11,500.00)
	Liquidators Fees		(50,000.00)
	Book Debt Overpayment		(200.00)
	Book Debts Received In Error		(6,377.99)
	Agents/Valuers Fees		(2,850.00)
	Legal Fees		(5,000.00)
	Corporation Tax		(2.13)
	VAT		(1,536.80)
	Statutory Advertising	(80.20)	(296.20)
	Rent Liability		(1,521.96)
	Asset Removal/Site Clearance		(1,500.00)
	Insurance & Security of Assets		(238.71)
	NNDR Charges		(104.42)
	VAT Receivable	(16.04)	(13,929.24)
		<hr/> (96.24)	<hr/> (95,057.45)
PREFERENTIAL CREDITORS			
(43,569.00)	Employee Claims	(41,928.04)	(41,928.04)
	Tax & NI	(734.54)	(734.54)
(768.00)	Pension Contributions		NIL
		<hr/> (42,662.58)	<hr/> (42,662.58)
FLOATING CHARGE CREDITORS			
(22,080.00)	Knappogue Limited	(11,708.00)	(11,708.00)
		<hr/> (11,708.00)	<hr/> (11,708.00)
UNSECURED CREDITORS			
(518,600.00)	Trade/Expense/Ordinary	(82,721.51)	(82,721.51)
(289,576.00)	Employee Claims	(34,048.58)	(34,048.58)
	TAX & NI	(80.70)	(80.70)
(99,343.00)	HM Revenue & Customs	(11,260.04)	(11,260.04)
		<hr/> (128,110.83)	<hr/> (128,110.83)
DISTRIBUTIONS			
(1,000.00)	Ordinary Shareholders		NIL
TOTALS	(1,023,308.00)	(182,566.77)	4,645.90

ABC Print (Hereford) Limited
In Creditors' Voluntary Liquidation

Liquidator's Progress Report under Section 104A of the Insolvency Act 1986
and in accordance with Rule 18.3 of the Insolvency (England and Wales) Rules 2016

Prescribed Period for Report

The prescribed period for which the Liquidator must produce a progress report is the period of 12 months commencing on the date on which the Liquidator was appointed and every subsequent period of 12 months. In this case the Liquidator's report covers the year from appointment on 3 August 2019 to 2 August 2020.

This report should be read in conjunction with any previous report issued by the Liquidator, copies of which are available upon request. This progress report has been prepared by the Liquidator solely to comply with his statutory duty under the Insolvency Act 1986 (as amended) and is sent to creditors (other than opted-out creditors) and to members in order to provide members and creditors with an update on the progress of the liquidation of the estate, and for no other purpose.

Statutory Information

Name of Company	ABC Print (Hereford) Limited
Former Company Name(s)	None
Trading Name(s)	None
Company Number	04296466
Date of Incorporation	1 October 2001
Principal Activity	Printing
Former Registered Office	Units 1-6, Lugg View Industrial Estate, Moreton-On-Lugg, Hereford, HR4 8DP
Former Trading Addresses	Units 1-7, Lugg View Industrial Estate, Moreton-On-Lugg, Hereford, HR4 8DP 7-8 Imperial Square, Cheltenham, GL50 1QB
Current Registered Office	26/28 Goodall Street, Walsall, West Midlands WS1 1QL
Name of Liquidator	Timothy Frank Corfield
Address of Liquidator	Griffin & King, 26/28 Goodall Street, Walsall, West Midlands WS1 1QL
IP Number	8202
Date of Nomination of Liquidator by Members	3 August 2016
Date of Creditors Meeting	3 August 2016
Change(s) in Liquidator	None

Liquidator's Receipts & Payments Account from 3 August 2019 to 2 August 2020 and a Cumulative Receipts & Payments Account for the period 3 August 2016 to 2 August 2020

An abstract showing receipts and payments during the period of this report is attached at Appendix A.

Progress during the Period Covered by this Report

Assets

All the assets of the company were realised during previous reporting periods.

During this reporting period £10.88 has been received in bank interest.

Investigations**1) Statutory Reporting**

The Liquidator has a statutory obligation to consider the directors' conduct. The Liquidator has submitted his report to the Director Conduct Reporting Service of the Insolvency Service, an Executive Agency of the Department for Business, Energy and Industrial Strategy.

2) Antecedent Transactions

The Liquidator's investigations have revealed no undisclosed assets or antecedent transactions from which any recoveries could be made.

Prescribed Part for Unsecured Debts

With effect from 15 September 2003, where a floating charge has been created after this date, an element of the company's net property is available for the satisfaction of unsecured debts ("the prescribed part") under section 176A of the Insolvency Act 1986 (as introduced by the Enterprise Act 2002).

In this case, the company had granted a floating charge on 20 July 2016. As the floating charge had been in place for less than twelve months at the date the company entered into liquidation the Liquidator reviewed and confirmed the validity of the floating charge.

As the floating charge is considered to be valid the prescribed part must be considered. Where it is appropriate to consider section 176A, and after setting aside the prescribed part, there is no shortfall in the debt due to the floating charge holder that would otherwise rank as a deferred "floating charge shortfall unsecured creditor" (which cannot participate in any distribution from the prescribed part), all remaining assets (including any prescribed part previously set aside) become general assets and available to unsecured creditors as a whole. Therefore, no specific net property will be set aside for unsecured creditors in this liquidation as a distribution will be made to unsecured creditors out of the general assets of the liquidation.

Dividend Prospects to Creditors

Creditors should be aware that the Liquidator is obliged to deal with a number of matters in relation to creditors to comply with both the legislative and best practice requirements, and to ensure creditors are kept informed (unless they have opted-out). Creditors will only derive a financial benefit from this work on cases where a dividend has been or will be paid. A summary of the company's liabilities is detailed below:

Creditors	Statement of Affairs (£)	Agreed Claims (£)
Fixed & Floating Charge Creditor	22,080	11,708
Preferential Creditors	44,337	42,663
Non-Preferential Unsecured Creditors	1,237,519	934,079.98

Preferential creditors

Preferential claims in this liquidation relate to employee claims for arrears of wages and accrued holiday pay. The Redundancy Payments Service (RPS) has submitted a preferential claim in the liquidation in the sum of £40,045.87 in respect of payments made to employees of the company for arrears of wages and accrued holiday pay outstanding up to the statutory limit in force at the date of liquidation. A total of £2,616.71 was also due to individual employees in respect of arrears of wages and accrued holiday pay not paid to them by the RPS because it was in excess of the statutory maximum payable from the National Insurance Fund.

An amount of £42,662.58 (gross) representing a first and final dividend of 100p in the £ was paid to 14 preferential creditors on 29 November 2019.

Floating charge creditor

After the Liquidator had reviewed and confirmed the validity of the floating charge the value of the claim was agreed at £11,708.00.

On 29 November 2019 the sum of £11,708.00 was paid to the floating charge holder under the terms of its security representing payment in full of its floating charge claim.

Non-preferential unsecured creditors

A Notice of Intended Dividend was issued to non-preferential unsecured creditors on 23 August 2019 advising them of the Liquidator's intention to make a first and final distribution within two months from the last date for proving which was set as 30 September 2019. On 29th November 2019, the total amount of £128,110.83 representing a first and final dividend of 13.7p in the £ was paid to 65 non-preferential unsecured creditors with claims totalling £934,079.98.

In accordance with rule 14.37 the Liquidator provides notice to creditors that no further dividend will be declared in this winding-up as all funds realised have already been distributed or used or allocated for paying the expenses of the insolvency proceedings.

Professional Advisers

The Liquidator has used professional advisers and the basis of the fee arrangement is listed as below:

Name of Professional Advisor	Nature of Work	Basis of Fee Arrangement
Deeley Matthews	Valuation and Asset Disposal Advice	Fixed Fee £2,850.00 & VAT
HCB Solicitors	Legal Fees	Fixed Fee £5,000 & VAT

The Liquidator's choice of professionals has been based on their experience and ability to perform this type of work, the complexity & nature of the assignment and the basis of the fee arrangement. The Liquidator has reviewed the fees charged and is satisfied that they are reasonable in the circumstances of the case.

Payments made to the Liquidator other than out of the assets of the liquidation

There have been no payments made to the Liquidator other than out of the assets of the liquidation.

Creditors Liquidation Committee

Creditors will be aware that the Liquidator sought a decision by correspondence in respect of pre-appointment expenses and Liquidator's remuneration and that relevant information in that regard was provided to creditors at that time. A creditors committee was not formed.

Expenses of Statement of Affairs

At the meeting of creditors on 3 August 2016 creditors resolved that the fee for convening the meeting and the production of the report & statement of affairs by this practice shall be fixed at £11,500 plus VAT, in accordance with Rule 4.38(1) and Rule 4.62 of the Insolvency Rules 1986 and that this fee shall be paid as an expense of the liquidation. Accordingly, the fee of £11,500 plus VAT was paid in full as an expense of the liquidation during a previous reporting period.

Basis of Remuneration & Quantum

The creditors considered and resolved the Liquidator's remuneration by correspondence, the deadline for voting on this matter was 19th October 2016. The fee was agreed to be fixed at

£50,000 plus VAT. This resolution was in accordance with Rule 4.127(2)(c) of The Insolvency Rules 1986.

For information purposes, members and creditors are advised that the time costs of the liquidation during this reporting period from 3 August 2019 to 2 August 2020 total £18,739.00 plus VAT, representing 72.2 hours at an average hourly rate of £259.54 plus VAT as computed by reference to the practice charge-out rates at Appendix B.

The cumulative time costs for the period 3 August 2016 to 2 August 2020 are £100,243.00 plus VAT representing 368.95 hours at an average hourly rate of £271.70 plus VAT as computed by reference to the practice charge-out rates at Appendix B. A total of £50,000.00 plus VAT has been drawn against those costs during previous reporting periods.

A Guide to Liquidator's fees is available at: -

<https://www.icaew.com/regulation/insolvency/understanding-business-restructuring-and-insolvency/creditors-guides>

If you do not have access to online services, a copy can be provided upon request.

Work Done During This Reporting Period

As outlined earlier in the report, the Liquidator has completed the asset realisation process. Work in relation to investigations and statutory reporting has also been completed.

During this reporting period the Liquidator has issued a last date for proving to claims to creditors, communicated with all classes of creditor in order to finalise their claims, paid a dividend of 100p in the £ to preferential creditors, made a distribution to the floating charge holder, settling its claim in full under the terms of its security, paid a dividend of 13.7p in the £ to non-preferential unsecured creditors, liaised with directors, communicated with pension providers, prepared an annual progress report, filed requisite documents with Companies House, reviewed insolvency bonding requirements, monitored post liquidation tax compliance and communicated with H M Revenue & Customs. The Liquidator and his staff have generally dealt with the queries of various stakeholders as required concerning progress of the liquidation.

Certain aspects of the work that the Liquidator must undertake is derived from the underlying legal and regulatory framework for insolvency appointments of this nature. This work does not usually result in any direct financial benefit to creditors however, it is a necessary aspect of work in relation to case management & control, best practice and compliance with other related legal obligations. It includes matters such as:-

- Preparation & filing of statutory documentation following appointment
- Preparation and issue of progress reports and associated documentation
- Periodic written internal case reviews
- On-going case planning and strategy with staff
- Maintaining & updating the case information on the practice insolvency software
- Maintenance of cashing records, preparation of receipts & payments account
- On-going taxation returns & obligations
- On-going consideration of ethical matters and anti-money laundering regulations
- General administrative matters and routine correspondence
- Compliance with other associated legislation

In accordance with Insolvency Practitioners (Amendment) Regulations 2015 sufficient records are maintained to show and explain the administration of the case and the decisions materially affecting the liquidation, including time records. Attached at Appendix C is a specific summary explanation of the work (by category) that has been undertaken in this reporting period and previously by the Liquidator.

Work Still to Be Done

The work remaining to be done consists of dealing with the company pension provider in order to finalise the position regarding the pension scheme, dealing with any unpaid dividend cheques, obtaining final tax clearances, including any final vat reclaim/payment, final billing & disbursements and administrative work to finalise the winding-up including preparation and circulation of the final account to creditors. A significant part of the remaining work is carried out to maintain case progression and is required to be performed by statute and no financial benefit is derived for creditors.

Statement of Expenses**1) Category 1 Disbursements & Expenses**

Creditors' approval is not required for category 1 disbursements which are necessary external disbursements or expenses paid to independent third parties. The table below summarises category 1 disbursements/expenses during the period of the liquidation irrespective of whether they have been paid from the liquidation estate or not. The abstract of receipts and payments attached as Appendix A details the expenses actually paid from the liquidation estate. Any category 1 disbursements that have been met by the Liquidator's practice will be reimbursed in due course:

<u>To Whom Paid</u>	<u>Nature of Disbursement/Expense</u>	<u>Incurred 03-08-16 to 02-08-19</u>	<u>Incurred 03-08-19 to 02-08-20</u>	<u>Estimated Still to be incurred</u>
Courts Advertising Ltd.	Statutory and other advertising required under insolvency legislation	216.00	80.20	0.00
Marsh Limited	Premium for Insolvency Practitioners Specific Bond required under insolvency regulations	1,400.00	0.00	0.00
Marsh Limited	Asset Insurance	238.71	0.00	0.00
Cheltenham Borough Council	Business Rates	104.42	0.00	0.00
Companies House	Detailed company search information	4.00	0.00	0.00
Aylestone Court Hotel	Meeting Room Hire	20.00	0.00	0.00
The Royal Bank of Scotland Plc	Account service charges for 12 months	96.00	48.00	48.00
HCB Solicitors	Legal Fees	5,000.00	0.00	0.00
Greenwood & Leather	Asset Removal & Site Clearance	1,500.00	0.00	0.00
Deeley Matthews	Asset Disposal & Valuation Fee	2,850.00	0.00	0.00
KBW Chartered Surveyors	Rent Liability	1,521.96	0.00	0.00
Total (plus vat where appropriate)		12,951.09	128.20	48.00

2) Category 2 Disbursements & Expenses

Creditors' approval is required for internal disbursements or expenses (category 2) where the cost (or an allocation of cost) is in respect of services provided by the Liquidator or his firm. The creditors considered and resolved category 2 disbursements and expenses by correspondence, the deadline for voting on this matter was 19th October 2016. Creditors resolved that all category 2 disbursements shall be paid as an expense of the liquidation from funds held and/or from realisations of company assets at the rates of category 2 disbursements and basis of charge as detailed on the explanatory schedule attached at Appendix B.

The table below summarises category 2 disbursements/expenses incurred during the period of the liquidation. The abstract of receipts and payments attached as Appendix A details the expenses actually paid from the liquidation estate. Any category 2 disbursements that have been met by the Liquidator's practice will be reimbursed in due course:

To Whom Paid	Nature of Disbursement/Expense	Incurred 03-08-16 to 02-08-19	Incurred 03-08-19 to 02-08-20	Estimated Still to be incurred
Griffin & King	Photocopying:	360.12	66.04	56.20
Griffin & King	Postage:	604.11	211.83	139.75
Griffin & King	Letterheads:	17.16	5.40	3.90
Griffin & King	A4 window envelopes:	40.25	12.67	9.10
Mileage	Staff mileage costs :	439.20	0.00	0.00
Griffin & King	Record Storage box:	22.75	0.00	0.00
Goodall Management Ltd (a company in which Mr Corfield is a director & shareholder)	Annual storage charge	75.00	25.00	31.25
Total (plus vat where appropriate)		1,558.59	320.94	240.20

Creditors' Right to Request Further Information About the Liquidator's Remuneration and Expenses and to Challenge the Liquidator's Remuneration and Expenses

Under Rule 18.9 creditors have a right to request further information about the Liquidator's remuneration and expenses. Under Rule 18.34 creditors have the right to challenge said remuneration and expenses on the grounds that it is or are, in all the circumstances, excessive or inappropriate.

The relevant conditions and time limits are laid out within the Rules which are attached at Appendix D.

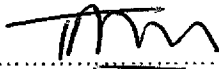
Other Relevant Information

Creditors are advised that any references in this report to Sections, Paragraphs and Rules are to Sections and Paragraphs and Rules in the Insolvency Act 1986 and the Insolvency (England and Wales) Rules 2016 respectively.

We are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

If any creditor requires further explanation on any aspect of the Progress Report they should telephone Mike Hall in the first instance.

We will report again on the progress of this liquidation by 2 October 2021 or in the final report if matters have been concluded earlier.

Signed 
Timothy F Corfield - Liquidator

Dated: 30 September 2020

ABC Print (Hereford) Limited - in liquidation
Liquidator's Abstract of Receipts & Payments

Appendix A

Statement of Affairs		From 03/08/2019 To 02/08/2020	From 03/08/2016 To 02/08/2020
HIRE PURCHASE			
160,000.00	Plant, Machinery & Equipment		NIL
-190,000.00	Clydesdale Finance		NIL
500,000.00	Plant, Machinery & Equipment		NIL
-800,000.00	Close Brothers Asset Finance		NIL
			<hr/> NIL
REALISATIONS			
58,000.00	Plant, Machinery & Equipment		61,245.00
4,200.00	Motor Vehicles		2,075.00
2,000.00	Stock & Work in Progress		2,000.00
136,062.00	Book Debts		111,966.42
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	Bank Interest Gross	10.88	58.31
	VAT refund		1000.00
	VAT Payable		14450.00
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PAYMENTS			
	Statement of Affairs Fee		(11,500.00)
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	Book Debt Overpayment		(200.00)
	Book Debts Received In Error		(6,377.99)
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	Legal Fees		(5,000.00)
	Corporation Tax		(2.13)
	VAT		(1,536.80)
	Statutory Advertising	(80.20)	(296.20)
	Rent Liability		(1,521.96)
	Asset Removal/Site Clearance		(1,500.00)
	Insurance & Security of Assets		(238.71)
	NNDR Charges		(104.42)
	VAT Receivable	(16.04)	(13,929.24)
		<hr/> (96.24)	<hr/> (95,057.45)
PREFERENTIAL CREDITORS			
(43,569.00)	Employee Claims	(41,928.04)	(41,928.04)
	Tax & NI	(734.54)	(734.54)
(768.00)	Pension Contributions		NIL
		<hr/> (42,662.58)	<hr/> (42,662.58)
FLOATING CHARGE CREDITORS			
(22,080.00)	Knappogue Limited	(11,708.00)	(11,708.00)
		<hr/> (11,708.00)	<hr/> (11,708.00)
UNSECURED CREDITORS			
(518,600.00)	Trade/Expense/Ordinary	(82,721.51)	(82,721.51)
(289,576.00)	Employee Claims	(34,048.58)	(34,048.58)
	TAX & NI	(80.70)	(80.70)
(99,343.00)	HM Revenue & Customs	(11,260.04)	(11,260.04)
		<hr/> (128,110.83)	<hr/> (128,110.83)
DISTRIBUTIONS			
(1,000.00)	Ordinary Shareholders		NIL
TOTALS	(1,023,308.00)	(182,566.77)	4,645.90

GRIFFIN & KING
CHARGE OUT RATES PER HOUR

Grade	£ 2016	£ 2017	£ 2018-2020
Insolvency Practitioner	385	395	395
Managers	265 to 335	275 to 345	285 to 345
Senior Case Administrators	160 to 250	155 to 260	175 to 260
Administrators & Junior Administrators	125 to 160	135 to 155	135 to 160
Junior Staff	75 to 115	85 to 135	85 to 135

Matters of particular complexity requiring responsibility of an exceptional kind will be dealt with by the Appointee personally or his senior staff. Where possible and in order to maximise cost effectiveness of the work performed the routine administration of the case is carried out by administrators and junior staff under the supervision of senior staff and/or the Appointee.

All charge-out rates are subject to periodic review. Any material amendments to charge-out rates shall be disclosed to Creditors at subsequent reporting obligations. Time is charged by individual staff to the category of work undertaken, in time units of 6 minutes (being one tenth of an hour).

Charges in relation to secretarial support are accounted for as an overhead cost of the firm and not charged separately to the case.

EXPENSES AND DISBURSEMENTS

Creditors' approval is not required for necessary external disbursements (Category 1) paid to independent third parties. Such disbursements shall be disclosed to Creditors' at subsequent reporting obligations.

Creditors' approval is required for internal disbursements (Category 2) where the cost (or an allocation of cost) is in respect of services provided by the Appointee or his firm. Additionally, where cost is paid to an outside party in which the Appointee or his firm (or any associate) has an interest disclosure and approval is required.

Detailed below are the disbursements that may be charged to the case from time to time, together with the cost and the basis of calculation to the cost.

<u>Disbursement</u>	<u>Cost</u>	<u>Basis of Calculation of Cost</u>
Photocopying for all circulars and general correspondence.	4.00 pence per copy.	This is the actual cost of a sheet of white copying paper at £0.04 pence and the actual cost per use of the copier at £0.035 pence.
Postage for all circulars and general correspondence.	The cost is dependent on the class, size & weight.	This is the actual cost charged by the Royal Mail (or equivalent postal service) for the postage.
Envelopes for all circulars and general correspondence.	7.25 pence per A4 window envelope.	This is the actual cost an envelope used.
Letterheads for all circulars and general correspondence.	3.05 pence per letterhead.	This is the actual cost of a letterhead used.
Companies House, Land Registry or other search information.	The cost is dependent on the quantity & type of documents required or available.	This is the actual cost of the document download service provided by the agency.
Meeting Room Hire for all formally convened Creditor meetings.	£65 for each meeting.	This is the actual cost of hiring the meeting room facilities or if held at our offices in Walsall, as levied by the managing agents of the building; Goodall Management Ltd (a company of which Mr Corfield is a director & shareholder). The amount charged is in line with the cost of alternative external provision.
Archive storage boxes for all company books & records.	£4.55 per archive record storage box required.	This is the actual cost of each archive storage box.
Storage for all the archive storage boxes of books & records.	£5 per annum per archive box.	This is the actual invoice cost for storage per archive box at 26/28 Goodall Street, Walsall, West Midlands WS1 1QL (or other storage facilities), levied by Goodall Management Ltd (a company of which Mr Corfield is a director & shareholder). The amount charged is in line with the cost of alternative external provision.

Appendix C

A Summary of Work Undertaken or Still to be Undertaken (by category)

Classification (or category) of Work	Type of Activity
Administration, planning & control - Undertaken	Compliance related to Ethical, Money Laundering & Bribery Act legislation. Compliance with statutory & other legislative requirements or functions. Recovery of books & records, mail re-direction. Administrative case set-up & maintenance, case strategy review, case reviews, maintenance of records. Statutory responsibilities to Companies House & relevant advertising. Drafting of fee, annual and other reports, reviewing communications sent & received. IP bonding arrangements, dealing with Crown departments & submission of relevant returns, financial control & bank reconciliations. Seeking legal advice as appropriate.
Administration, planning & control - Still to be Undertaken	Compliance related to Ethical, Money Laundering & Bribery Act legislation. Compliance with statutory & other legislative requirements or functions. Administrative case maintenance, case strategy review and maintenance of records. Statutory responsibilities to Companies House and other relevant bodies. Drafting final report, reviewing communications sent & received. IP bonding arrangements, dealing with Crown departments & submission of relevant final returns. Financial control & bank reconciliation. Seeking appropriate Crown clearances, final checklists and vacation of office.
Asset Realisation - Undertaken	Enquiry into all assets & valuations. Liaison & negotiations with Supplymeprint.com and Originzone re sale of plant, machinery & equipment & all other assets including intellectual property from sites at Hereford & Cheltenham. Liaise with valuer concerning other assets sold by private treaty. Liaise with hire purchase companies re machinery. Liaise with bank concerning access to account & debtor monies, recovery of bank balance. Realisation of debtor monies, contacting debtors & other stakeholders in order to identify destination of payments and maximise recoveries. Dealings with directors, accountant & other interested parties relating to asset matters generally. Dealings with landlords at Cheltenham, liaise with valuation agent and arrange for site clearance & vacation of premises.
Asset Realisation – Still to be Undertaken	None
Creditor Administration - Undertaken	Scheduling & agreement of claims, correspondence with creditors, retention of title investigations, dealings & reports to the creditors & dividend review. Meetings with secured creditor. Meetings with landlord re dilapidations claim.
Creditor Administration – Still to be Undertaken	Correspondence with creditors, dealing with final enquiries and administrative tasks.
Creditor Distribution – Undertaken	Notice of intended dividend. Adjudicating final claims, pay dividend to preferential creditors, pay dividend to non-preferential unsecured creditors, distribution to floating charge holder.
Creditor Distribution – Still to be Undertaken	Deal with any unpaid dividend cheques.
Employee Administration - Undertaken	Dealing with, and assisting employees, relevant returns, P45s, pension matters, submission of claims to the National Insurance Fund (RPO). Review RPO claim & employee residual claims.
Employee Administration – Still to be Undertaken	Liaise with NEST concerning company pension scheme and outstanding contributions.
Investigations - Undertaken	Review of directors' conduct, scrutiny of books & records and accounts, reporting obligations to the Insolvency Service, dealings with director & other reporting parties, review to identify any potential antecedent transactions, breaches of the Insolvency Act, Companies Act or other legislative requirements.
Investigations – Still to be Undertaken	None
Trading	None
Specific Case Matters	None

Creditors' and members' requests for further information in administration, winding up and bankruptcy

18.9.—(1) The following may make a written request to the office-holder for further information about remuneration or expenses (other than pre-administration costs in an administration) set out in a progress report under rule 18.4(1)(b), (c) or (d) or a final report under rule 18.14—

- (a) a secured creditor;
- (b) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question);
- (c) members of the company in a members' voluntary winding up with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company;
- (d) any unsecured creditor with the permission of the court; or
- (e) any member of the company in a members' voluntary winding up with the permission of the court.

(2) A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one member or creditor.

(3) The office-holder must, within 14 days of receipt of such a request respond to the person or persons who requested the information by—

- (a) providing all of the information requested;
- (b) providing some of the information requested; or
- (c) declining to provide the information requested.

(4) The office-holder may respond by providing only some of the information requested or decline to provide the information if—

- (a) the time or cost of preparation of the information would be excessive; or
- (b) disclosure of the information would be prejudicial to the conduct of the proceedings;
- (c) disclosure of the information might reasonably be expected to lead to violence against any person; or
- (d) the office-holder is subject to an obligation of confidentiality in relation to the information.

(5) An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.

(6) A creditor, and a member of the company in a members' voluntary winding up, who need not be the same as the creditor or members who requested the information, may apply to the court within 21 days of—

- (a) the office-holder giving reasons for not providing all of the information requested; or
- (b) the expiry of the 14 days within which an office-holder must respond to a request.

(7) The court may make such order as it thinks just on an application under paragraph (6).

Remuneration and expenses: application to court by a creditor or member on grounds that remuneration or expenses are excessive

18.34.—(1) This rule applies to an application in an administration, a winding-up or a bankruptcy made by a person mentioned in paragraph (2) on the grounds that—

- (a) the remuneration charged by the office-holder is in all the circumstances excessive;
- (b) the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
- (c) the expenses incurred by the office-holder are in all the circumstances excessive.

(2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable—

- (a) a secured creditor,
- (b) an unsecured creditor with either—
 - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
 - (ii) the permission of the court, or
- (c) in a members' voluntary winding up—
 - (i) members of the company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the company, or
 - (ii) a member of the company with the permission of the court.

(3) The application by a creditor or member must be made no later than eight weeks after receipt by the applicant of the progress report under rule 18.3, or final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report").