

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

FRIDAY



A25 *A819WJY0* #203
15/03/2019
COMPANIES HOUSE

1 Company details

Company number 0 4 3 2 2 9 4 5

Company name in full GD & Son Building & Roofing Contractors Ltd

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

2 Liquidator's name

Full forename(s) W Vaughan

Surname Jones

3 Liquidator's address

Building name/number The Maltings

Street East Tyndall Street

Post town Cardiff

County/Region

Postcode C F 2 4 5 E Z

Country

4 Liquidator's name

Full forename(s) Susan

Surname Clay

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

5 Liquidator's address

Building name/number The Maltings

Street East Tyndall Street

Post town Cardiff

County/Region

Postcode C F 2 4 5 E Z

Country

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

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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



X

Signature date

^d1

^d4

^m0

^m3

^y2

^y0

^y1

^y9

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 **Tony Jopson**

Company name **Jones Giles & Clay Ltd**

Address **The Maltings**

East Tyndall Street

Post town **Cardiff**

County/Region

Postcode **C F 2 4 5 E Z**

Country

DX

Telephone **029 2035 1490**



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.



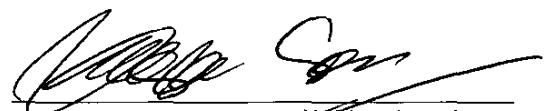
Further information

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

GD & Son Building & Roofing Contractors Ltd
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments
From 8 February 2018 To 14 March 2019

S of A £		£	£
	ASSET REALISATIONS		
8,000.00	Motor Vehicles - cars	7,650.00	
4,500.00	Motor vehicles - vans	7,850.01	
4,540.00	Stock & WIP	4,540.00	
21,437.00	Book Debts	21,437.00	
	Bank Interest Gross	7.13	
			41,484.14
	COST OF REALISATIONS		
	Specific Bond	360.00	
	Preparation of S. of A.	5,000.00	
	Office Holders Fees	8,500.00	
	Agents/Valuers Fees (1)	500.00	
	Corporation Tax	1.35	
	Stationery & Postage	108.30	
	Statutory Advertising	313.80	
	IT Costs	82.73	
	Insurance of Assets	201.60	
			(15,067.78)
	FLOATING CHARGE CREDITORS		
(49,597.00)	Nat West Bank plc	26,416.36	
			(26,416.36)
	UNSECURED CREDITORS		
(172,812.32)	Trade & Expense Creditors	NIL	
(88,877.00)	Director's loan account	NIL	
(74,505.00)	HM Revenue & Customs	NIL	
			NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	
			NIL
(347,414.32)			0.00
	REPRESENTED BY		
	Vat Receivable		2,881.30
	Vat Payable		(2,477.99)
	Vat Control Account		(403.31)
			0.00


W Vaughan Jones
Joint Liquidator



JonesGiles Clay

INSOLVENCY PRACTITIONERS

The Maltings
East Tyndall Street
Cardiff
CF24 5EZ

Tel: 029 2035 1490
Fax: 029 2046 4352
www.jonesgilesclay.co.uk

Our Ref: JGC0145

17 January 2019

To All Known Creditors

Dear Sirs

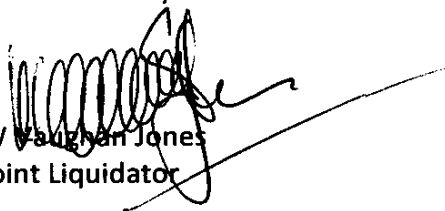
GD & Son Building & Roofing Contractors Ltd – In Liquidation

I am now in a position to conclude my administration of the liquidation of the above named company and enclose the following:

- Notice of no dividend to unsecured creditors
- Notice that the Company's affairs are fully wound up; and
- My final account of the liquidation

My final report and account of the Liquidation can also be found at <http://www.thecreditorgateway.co.uk/jonesgilesclay> passcode **gd42sn39kt**.

Yours faithfully


W Vaughan Jones
Joint Liquidator

[

Susan Clay is licensed to act as an Insolvency Practitioner in the United Kingdom by the Insolvency Practitioners' Association
W Vaughan Jones is licensed to act as an Insolvency Practitioner in the United Kingdom by the Institute of Chartered Accountants in England & Wales.
Our Insolvency Practitioners are bound by the Insolvency Code of Ethics when carrying out professional work relating to an insolvency appointment.
Licensed Insolvency Practitioners acting as administrators do so as agents of the company concerned and without any personal liability.

Jones Giles & Clay Limited is registered in England & Wales
Registration Number 09515509

Registered Office: The Maltings, East Tyndall Street, Cardiff, CF24 5EZ

NOTICE OF NO DIVIDEND

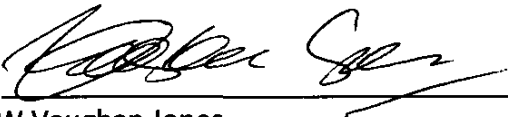
Company Name: GD & Son Building Contractors Ltd (In Liquidation) ("the Company")

Company Number: 04322945

This Notice is given under Rule 14.36 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Liquidator of the Company, W Vaughan Jones, of Jones Giles & Clay Ltd The Maltings, East Tyndall Street, Cardiff, CF24 5EZ (telephone number: 029 2035 1490), who was appointed by the members and creditors.

The Joint Liquidator gives notice confirming that no dividend will be declared in the Liquidation of the Company.

The Joint Liquidator will now proceed to conclude the Liquidation.

Signed: 
W Vaughan Jones
Joint Liquidator

Dated: 17 January 2019

NOTICE THAT THE COMPANY'S AFFAIRS ARE FULLY WOUND UP

Company Name: GD & Son Building & Roofing contractors Ltd (In Liquidation) ("the Company")

Company Number: 04322945

This Notice is given under Rule 6.28 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Liquidator of the Company, W Vaughan Jones, of Jones Giles & Clay Ltd The Maltings, East Tyndall Street, Cardiff, CF24 5EZ (telephone number: 029 2035 1490), who was appointed by the members and creditors.

The Joint Liquidator gives notice that the Company's affairs are fully wound up.

Creditors have the right:

- (i) to request information from the Joint Liquidator under Rule 18.9 of the Rules;
- (ii) to challenge the Joint Liquidators' remuneration and expenses under Rule 18.34 of the Rules; and
- (iii) to object to the release of the Joint Liquidators by giving notice in writing below before the end of the prescribed period to:

W Vaughan Jones
Jones Giles & Clay Ltd
The Maltings, East Tyndall Street, Cardiff, CF24 5EZ

The prescribed period ends at the later of: (i) eight weeks after delivery of this notice, or (ii) if any request for information under Rule 18.9 of the Rules or any application to court under that Rule or Rule 18.34 of the Rules is made, when that request or application is finally determined.

The Joint Liquidators will vacate office under Section 171 of the Insolvency Act 1986 ("the Act") on delivering to the Registrar of Companies the final account and notice saying whether any creditor has objected to release.

The Joint Liquidators will be released under Section 173 of the Act at the same time as vacating office unless any of the Company's creditors objected to release.

Relevant extracts of the Rules referred to above are provided overleaf.

Signed: _____



W Vaughan Jones
Joint Liquidator

Dated: 17 January 2019

**RELEVANT EXTRACTS OF RULES 18.9 AND 18.34 OF
THE INSOLVENCY (ENGLAND & WALES) RULES 2016**

Rule 18.9

- (1) The following may make a written request to the office-holder for further information about remuneration or expenses set out in a final report under rule 18.14:
- a secured creditor;
 - an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question); or
 - any unsecured creditor 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 creditor.

Rule 18.34

- (1) This rule applies to an application in a winding-up made by a person mentioned in paragraph (2) on the grounds that:
- the remuneration charged by the office-holder is in all the circumstances excessive;
 - 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
 - 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 secured creditor; or
 - 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.
- (3) The application by a creditor must be made no later than eight weeks after receipt by the applicant of the final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question.

FINAL ACCOUNT OF GD & SON BUILDING & ROOFING CONTRACTORS LTD - IN CREDITORS' VOLUNTARY LIQUIDATION

Content

- Executive Summary
- Administration and Planning
- Enquiries and Investigations
- Realisation of Assets
- Creditors
- Fees and Expenses
- Creditors' Rights
- EU Regulations
- Conclusion

Appendices

- Appendix I - Statutory Information
- Appendix II – Receipts and Payments account for the period
- Appendix III - Detailed list of work undertaken in the period

FINAL ACCOUNT OF GD & SON BUILDING & ROOFING CONTRACTORS LTD - IN CREDITORS'
VOLUNTARY LIQUIDATION

EXECUTIVE SUMMARY

A summary of key information in this report is detailed below.

Assets

Asset	Estimated to realise per Statement of Affairs	Amount realised
Motor vehicle (car)	8,000	7,650
Motor vehicles (vans)	4,500	7,850
Debtors	21,437	21,437
Stock & WIP	4,540	4,540

Expenses

Expense	Amount per fees and expenses estimates	Total costs
Joint Liquidator's fees	8,500	8,500
Liquidators' expenses	926	988
Pre-liquidation fees	5,078	5,078
All other expenses (agents)	tbc	500

Dividends

Creditor class	Dividend estimate per Statement of Affairs (after fees and expenses estimates)	Final dividend paid
Debenture holder (secured creditor)	23,973	26,416
Preferential creditors	Nil	Nil
Unsecured creditors	Nil	Nil

Closure

Based on current information, it is anticipated that the liquidation will be concluded within the next 8 weeks.

ADMINISTRATION AND PLANNING

Statutory information

Statutory information may be found at Appendix I.

The Joint Liquidators are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix III.

During the Review Period, the following key documents have been issued:

- Notification of the outcome of the Decision in relation to the appointment of Joint Liquidators
- Notice of the proposed basis for the Joint Liquidators remuneration – vote by correspondence
- This progress report.

ENQUIRIES AND INVESTIGATIONS

The Joint Liquidators carried out a review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the directors by means of questionnaires, making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The director provided the requested books and records and a completed questionnaire as well as a Statement of Affairs.

This information enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment has been completed and the Joint Liquidators did not identify any further assets or actions which might lead to a recovery for creditors.

Although the work did not generate any financial benefit to creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

REALISATION OF ASSETS

Transactions with connected parties

Since my appointment sales to a connected party have occurred as detailed by asset category below.

The Joint Liquidators instructed Lambert Smith Hampton ("LSH"), who are professional independent agents with adequate professional indemnity insurance, to advise on the disposal of the Company's assets, following the receipt of offers from a connected party.

FINAL ACCOUNT OF GD & SON BUILDING & ROOFING CONTRACTORS LTD - IN CREDITORS'
VOLUNTARY LIQUIDATION

Motor vehicle - car - £7,650 (Statement of affairs "SOA" - £8,000)

This related to the receipt from the sale of the company's car to a connected party, the director Mr G Doel. This price was accepted following receipt of an independent valuation and recommendation from LSH, on the basis that the price was fair and there were no storage costs or costs of sale.

Motor vehicles (vans) - £7,850 (SOA - £4,500)

This related to the total receipts from the sale of the company's vans, again to a connected party, the director Mr G Doel. This price was significantly higher than the director's estimate, but was in line with the independent valuation and recommendation from LSH, again on the basis that the price was fair and there were no storage costs or costs of sale.

Book debts - £21,437 (SOA - £21,437)

This related to the book debtors shown in the company records. All sums were eventually received in full.

Stock & work in progress - £4,540 (SOA - £4,540)

This realised the sum estimated by the director in the statement of affairs.

CREDITORS

The Joint Liquidators have had to carry out key tasks which are detailed in the list at Appendix III. Among these were undertaking correspondence with potential creditors to establish their provable claims.

The following sections explain the anticipated outcomes to creditors and any distributions paid.

Secured creditors

The Company granted a debenture date 21 June 2002 to National Westminster Bank plc ("the bank") over its assets. This debenture pre-dates the "prescribed part" legislation so this does not apply.

The debenture is valid and the bank proved in the liquidation for the sum of £47,609 still owed to it. The liquidators therefore paid the balance of funds available after all liquidation costs to the bank, which amounted to £26,416.

We are informed that the bank has a personal guarantee from the director for any shortfall on its debt.

Preferential creditors

There were no preferential creditors.

Unsecured creditors & dividends

The total shown on the directors' statement of affairs as due to unsecured creditors was £336,194.

Final proofs of debt were received from 24 creditors with claims totalling £337,782.

No funds were available to distribute to unsecured creditors.

FINAL ACCOUNT OF GD & SON BUILDING & ROOFING CONTRACTORS LTD - IN CREDITORS' VOLUNTARY LIQUIDATION

Where a floating charge is created after 15 September 2003 a prescribed part of the company's net property shall be made available to unsecured creditors. The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this Liquidation.

FEES AND EXPENSES

Pre-Appointment Costs

Fixed fee agreed with the Directors and ratified by members and creditors.

The directors agreed a fee of £5,000 for assisting them in calling the relevant meetings and with preparing the Statement of Affairs on 2 February 2018.

The fee for assisting with the Statement of Affairs and meetings was agreed by the company prior to appointment and was specifically ratified by creditors at the virtual meeting on 8 February 2018.

The Joint Liquidators' fees

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and director then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a senior manager or director.

The basis of the Joint Liquidators' fees is that they are fair and reasonable and this was approved by creditors at the virtual meeting on 8 February 2018 in accordance with the following resolution:

1. That the joint liquidators' fees be fixed at £8,500.
2. That the joint liquidators be authorised to draw "Category 2" disbursements capped at an amount of £100.

Details of the work undertaken by the Joint Liquidators are provided at Appendix III. Fees and expenses have been drawn in line with the resolutions.

These fees are fair and reasonable in the context of this case.

Disbursements

The disbursements that have been incurred during the period are detailed within the receipts and payments account at Appendix II.

The category 1 disbursements paid for in the period 8 February 2018 to 15 January 2019 total £117 and are detailed at Appendix II and represent the reimbursement of IT costs and postage incurred in relation to the assignment.

The category 2 disbursements for the period 8 February 2018 to 15 January 2019 total £74 and relates to room hire and books and records storage and destruction. The basis of calculation of this category of disbursement was disclosed to creditors prior to the resolution then passed.

**FINAL ACCOUNT OF GD & SON BUILDING & ROOFING CONTRACTORS LTD - IN CREDITORS'
VOLUNTARY LIQUIDATION**

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and disbursement policy may be found at <http://www.jonesgilesclay.co.uk/creditor-guide-to-fees-in-insolvency.asp>. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

CREDITORS' RIGHTS

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the joint liquidators' remuneration and expenses, within 21 days of receipt of this report.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the joint liquidators' fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

EU REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

The Company's centre of main interest was in England and therefore it is considered that the EU Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EU Regulation.

CONCLUSION

It is anticipated that the case will be closed 8 weeks after delivery of this report and a final receipts and payments account will be filed with the Registrar of Companies to that date.

If you require any further information, please contact this office.

Signed _____

W Vaughan Jones

Joint Liquidator

17 January 2019

**FINAL ACCOUNT OF GD & SON BUILDING & ROOFING CONTRACTORS LTD - IN CREDITORS'
VOLUNTARY LIQUIDATION**

Appendix I

Statutory Information

Company Name	GD & Son Building & Roofing Contractors Limited
Former Trading Name	n/a
Company Number	04322945
Registered Office	The Maltings, East Tyndall Street, Cardiff, CF24 5EZ
Former Registered Office	15 Creykes Court, 5 Craigie Drive, The Millfields, Plymouth, PL1 3JB
Officeholders	W Vaughan Jones and Susan Clay
Officeholders address	Jones Giles & Clay Ltd, The Maltings, East Tyndall Street, Cardiff, CF24 5EZ
Date of appointment	8 February 2018

GD & Son Building & Roofing Contractors Ltd
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments
To 17/01/2019

S of A £		£	£
	ASSET REALISATIONS		
8,000.00	Motor Vehicles - cars	7,650.00	
4,500.00	Motor vehicles - vans	7,850.01	
4,540.00	Stock & WIP	4,540.00	
21,437.00	Book Debts	21,437.00	
	Bank Interest Gross	7.13	
			41,484.14
	COST OF REALISATIONS		
	Specific Bond	360.00	
	Preparation of S. of A.	5,000.00	
	Office Holders Fees	8,500.00	
	Agents/Valuers Fees (1)	500.00	
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	IT Costs	82.73	
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			(26,416.36)
	UNSECURED CREDITORS		
(172,812.32)	Trade & Expense Creditors	NIL	
(88,877.00)	Director's loan account	NIL	
(74,505.00)	HM Revenue & Customs	NIL	
			NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	
			NIL
(347,414.32)			1.35
	REPRESENTED BY		
	Vat Receivable		2,881.30
	Interest Bearing Current Account		1.35
	Vat Payable		(2,477.99)
	Vat Control Account		(403.31)
			1.35

FINAL ACCOUNT OF GD & SON BUILDING & ROOFING CONTRACTORS LTD - IN CREDITORS'
VOLUNTARY LIQUIDATION

Appendix III

Detailed list of work undertaken for GD & Son Building & Roofing Contractors Ltd in Creditors'
Voluntary Liquidation for the period

Below is detailed information about the tasks undertaken by the Joint Liquidators.

General Description	Includes
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns VAT returns Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy 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	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations
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	Collection of books and records from director for storage Dealing with records in storage Sending job files to storage Arranging ultimate destruction of books and records
Pension scheme	Identifying whether there is a pension scheme and reporting to Pensions Regulator
Reports	Circulating initial report to creditors upon appointment Preparing final progress report, investigation, meeting and general reports to creditors Circulating final report to creditors
Virtual meeting of creditors and votes by correspondence	Preparation of notices, proxies/voting forms and advertisements notice of meeting procedure to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions Preparation of file, including agenda, certificate of postage, voting, list of creditors, reports to creditors, advertisement of meeting and draft minutes of outcome of both deemed consent and vote by correspondence procedures. Responding to queries and questions following procedures Issuing notice of result of procedures.
Closure	Review case to ensure all matters have been finalised Draft final report Obtain clearance to close case from HMRC together with submitting final VAT and corporation tax returns File documents with Registrar of Companies
Investigations	
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 Reviewing questionnaires submitted by creditors and director 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
Statutory reporting on conduct of director(s)	Attending various meetings with director 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
Realisation of Assets	
Motor vehicles	Instructing agents to value and make recommendations in respect of disposal of all motor vehicles Liaising with agents throughout process

FINAL ACCOUNT OF GD & SON BUILDING & ROOFING CONTRACTORS LTD - IN CREDITORS' VOLUNTARY LIQUIDATION

General Description	Includes
Debtors	Identifying debtor monies due and pursuing these Writing to debtors who didn't pay immediately Resolving issues with director and ultimately receiving payment in full of all debtor monies shown in the statement of affairs
Stock & WIP	Realising remaining stock and WIP values in full
Other assets	Examining company records to support refunds
VAT/corporation tax refunds	Submission of all VAT returns to date of de-registration and thereafter Submission of all necessary corporation tax returns
Creditor Communication	Receiving and follow up creditor enquiries via telephone and email Review and prepare correspondence to creditors and their representatives via facsimile, email and post Corresponding with the PPF and the Pensions Regulator
Dealing with proofs of debt	Receipting and filing POD s

Current Charge-out Rates for the firm – Jones Giles & Clay
1 May 2018 to 30 April 2019

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/Partners/Directors	330
Senior Manager	240
Manager	180
Supervisor	150
Administrator	120
Secretarial/Administration support staff	80

Disbursements

Category 1 costs – (Approval not required from creditors)

- Out of pocket expenses are charged at cost.
- Postage is charged at the prevailing rate for either first or second class (this is not charged for routine day to day correspondence).
- Case specific management system licence fees are charged at the rate advised annually by the software providers, currently estimated at:
 - A first year cost of £70 (corporate cases) following by an estimated £25 per annum for subsequent years.
 - A first year cost of £55 (personal cases) followed by an estimated £25 per annum for subsequent years.

Category 2 costs – (Approval required from creditors)

- Where a room is booked at a Jones Giles & Clay office for a meeting of creditors or of a creditors' committee, a charge of £50 is paid.
- Mileage is charged out at standard rates that comply with H M Revenue and Customs limits, or AA recommended rates.
- The costs of printing and stationery relating to initial, interim and final reports is charged at the rate of 10p per sheet. No charges are made for routine day-to day correspondence.
- The cost of storing books and records will be charged at the rate of 9.75p per box per week.

VAT is added to disbursement charges as necessary.