

In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986.

LIQ03

Notice of progress report in voluntary winding up



Companies House

FRIDAY



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30/07/2021

#372

COMPANIES HOUSE

1

Company details

Company number 4 5 4 4 1 2 5  
Company name in full Drywall Technologies Limited

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

2

Liquidator's name

Full forename(s) Colin  
Surname Hardman

3

Liquidator's address

Building name/number 25 Moorgate  
Street London  
Post town EC2R 6AY  
County/Region  
Postcode  
Country

4

Liquidator's name ①

Full forename(s) Henry Anthony  
Surname Shinnars

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

5

Liquidator's address ②

Building name/number 25 Moorgate  
Street London  
Post town EC2R 6AY  
County/Region  
Postcode  
Country

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

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<b>6</b>		<b>Period of progress report</b>															
From date	d	0	d	2	m	0	m	6	y	2	y	0	y	2	y	0	
To date	d	0	d	1	m	0	m	6	y	2	y	0	y	2	y	1	
<b>7</b>		<b>Progress report</b>															
		<input checked="" type="checkbox"/> The progress report is attached															
<b>8</b>		<b>Sign and date</b>															
Liquidator's signature	Signature																
	X <u>Colin Hardman</u> X																
	Colin Hardman (Jun 22, 2021 14:05 GMT+1)																
Signature date	d		d		m		m		y		y		y		y		

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 **Colin Hardman**

Company name **Smith & Williamson LLP**

Address  
**25 Moorgate**  
**London**

Post town **EC2R 6AY**

County/Region

Postcode

Country

DX **119507 Finsbury Square EC2**

Telephone **020 7131 4000**

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.

**Important information**

All information on this form will appear on the public record.

**Where to send**

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

**Further information**

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)



# Drywall Technologies Limited (in creditors' voluntary liquidation)

Joint liquidators' annual progress report for the period from 2 June  
2019 to 1 June 2021

27 July 2021



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# 1. Glossary

Abbreviation	Description
the Company	Drywall Technologies Limited
the Liquidators/Joint Liquidators	Colin Hardman and Henry Anthony Shinnars
SIP	Statement of Insolvency Practice (England & Wales)
IA86	Insolvency Act 1986 If preceded by S this denotes a section number
IR16	Insolvency (England and Wales) Rules 2016 If preceded by R this denotes a rule number
IR86	Insolvency Rules 1986, as revoked by IR16 If preceded by R, this denotes a rule number
SOA	Statement of Affairs
ETR	Estimated to realise
HMRC	Her Majesty's Revenue and Customs
the Bank	Lloyds Bank plc, the Company's bankers and also the QFCH in this matter
QFCH	Qualifying Floating Charge Holder - a secured creditor who has the power to appoint an administrator

## 2. Introduction and Summary

This report provides an update on the progress of the liquidation of the Company for the period ended 1 June 2021 and should be read in conjunction with our previous reports.

By way of reminder, we, Colin Hardman and Henry Anthony Shinnars, of Smith & Williamson LLP, 25 Moorgate, London, EC2R 6AY, were appointed liquidators of the Company on 2 June 2016 following an exit from administration.

The principal trading address of the Company was River House, Bexley High Street, Bexley, Kent, DA5 1JX, which was also the Company's former registered office address.

The Company's registered office is 25 Moorgate, London, EC2R 6AY and its registered number is 4544125.

Please note that this report has been produced during the period of the Covid-19 pandemic. In light of the pandemic, we continue to monitor the situation and comply with the current guidance and regulations from the UK government.

Please be aware that some case staff may be working outside normal business hours but please be assured that your communications are important to us and will be responded to by the relevant team member who will contact you as soon as they are available to do so. We apologise in advance for any delay in responding to your communication and wish to take this opportunity to thank you for your patience and understanding during this unprecedented and challenging time.

If you have any concerns regarding this matter, please contact Jonathan Draper by email to [jonathan.draper@smithandwilliamson.com](mailto:jonathan.draper@smithandwilliamson.com) or by telephone on 0207 131 4000.

## 3. Realisation of assets

Attached at Appendix I is our receipts and payments account for the period from 2 June 2020 to 1 June 2021. This account includes cumulative figures for the period from 2 June 2016 to 1 June 2021.

The receipts and payments account also includes a comparison with the directors' SOA values.

### 3.1 Bank interest

Gross bank interest totalling £5.11 has been received in the period covered by this report.

## 4. Investigations

Shortly after our appointment, we made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account information provided by creditors as a response to our request to complete an investigation questionnaire. Our investigations have not revealed any issues requiring further reporting.

## 5. Creditors

### 5.1 Secured creditors

The Bank holds a fixed and floating charge over the Company's assets. At the date of the preceding administration the Company's indebtedness to the Bank was approximately £248,868 to which interest has been, and will be, added. No distributions have been made during the period under review, however, a distribution is expected to be made to the Bank during the next reporting period.

### 5.2 Prescribed Part

The Company granted a floating charge to the Bank on 16 September 2008. Accordingly, we are required to create a Prescribed Part fund out of the Company's net floating charge property for unsecured creditors.

Based on present information, we estimate the value of the Company's net floating charge property to be £18,805. Arising from this, the value of the unsecured creditors' Prescribed Part fund is estimated to be £6,761. As this is below the prescribed minimum of £10,000 and, the cost of making a distribution to unsecured creditors from this fund would be disproportionate to the benefits, there is no requirement to set aside funds for unsecured creditors out of the Company's net floating charge property and therefore no Prescribed Part distribution will be made.

### 5.3 Preferential creditors

No preferential claims have been received and none are anticipated.

### 5.4 Unsecured creditors

We have received claims totalling £3,214,144.02 from 67 creditors. Total claims as per the Directors' SOA were £1,526,164.00. As previously advised, there are insufficient funds to enable a dividend to be paid to unsecured creditors.

## 6. Liquidators' remuneration

The creditors approved that the basis of the Liquidators' remuneration be fixed by reference to the time properly spent by them and their staff in attending to matters arising in the liquidation. This was granted following the Joint Liquidators providing an estimate of their fees and expenses and the requisite majority of creditors granting approval by means of a resolution by correspondence on 23 December 2016.

The liquidators' time costs are:

Period	Total hours hrs	Total costs £	Average hourly rate £/hr	Fees drawn £
2 June 2016 to 1 June 2017	77.85	17,773.25	228.30	Nil
2 June 2017 to 1 June 2018	40.85	9,895.50	242.24	Nil
2 June 2018 to 1 June 2019	25.35	7,105.75	280.31	Nil
2 June 2019 to 1 June 2020	12.70	3,751.50	264.00	Nil
2 June 2020 to 1 June 2021	53.30	15,750.72	195.51	17,500.00
Total	210.05	54,276.72	258.40	17,500.00

Attached as Appendix II, is a time analysis which provides details of the activity costs incurred by staff grade during the period of this report in respect of the costs fixed by reference to time properly spent by the liquidators and their staff in attending to matters arising in the liquidation. Details of work carried out in the period are also included in the body of this report.

The Joint Liquidators' costs to date are £54,276.72, as above, compared to our original estimate of £20,000 and only the incurred time costs within the approved estimate would be drawn. Any sum in excess of the approved estimated time costs would not be recovered by the Joint Liquidators. However, in order to facilitate a distribution to the Bank, no further costs in excess of the £17,500, as noted above, will be drawn.

On a general note, creditors should be aware that some of the work is required by statute and may not necessarily provide any financial benefit to creditors. Examples would include dealing with former employees' claims through the Redundancy Payments Service and providing information relating to the company and its former officers to the Insolvency Service as required by the Company Directors' Disqualification Act 1986.

A copy of 'A Creditor's Guide to Liquidator's Fees' can be downloaded free of charge from R3's website at the following address:

<https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/more/29114/page/1/liquidation-a-guide-for-creditors-on-insolvency-practitioner-fees/>

Alternatively, a hard copy is available on request, free of charge.



Details of Smith & Williamson LLP's charge out rates and policies in relation to the use of staff are provided at Appendix IV.

On a general note, please be aware that the charge out rates are subject to an annual review.

Please note that we have no business or personal relationships with the parties who approve our fees and that we have no business or personal relationships with Moon Beever LLP who have provided legal services to the Joint Liquidators where the relationship could give rise to a conflict of interest.

## 7. Liquidation expenses

### 7.1 Subcontractors

We have not utilised the services of any subcontractors in this case.

### 7.2 Professional advisers

As you will be aware, our estimated expenses included the cost of instructing professional advisers and the table at Appendix V discloses the costs incurred and paid, along with the original estimates.

On this assignment we have used the professional advisers listed in Appendix V. We have also indicated alongside the basis of our fee arrangement with them, which is subject to review on a regular basis.

### 7.3 Liquidators' expenses

Appendix VI includes expenses paid and/or incurred in the current period:

### 7.4 Comparison to Initial Expenses Estimate

Creditors may recall that our current expense estimate for storage costs is £300. Our total expenses incurred in relation to storage since our appointment total £1,331.20 and are higher than originally anticipated as it was not anticipated that the case would remain open for such a prolonged period of time.

### 7.5 Category 2 expenses

No Category 2 expenses have been incurred and/or paid in the current period.

### 7.6 Policies regarding use of third parties and expense recovery

Appendix IV provides details of Smith & Williamson LLP's policies in relation to the use of subcontractors and professional advisers, and the recovery of expenses.

## 8. Outstanding matters

The remaining actions to be concluded in the liquidation are as follows:

- Distribution to the Bank;
- Obtaining tax clearance from HMRC; and
- Closure of the liquidation, including preparing and issuing our final report.

## 9. Privacy and Data Protection

As part of our role as joint liquidators, I would advise you that we may need to access and use data relating to individuals. In doing so, we must abide by data protection requirements. Information about the way that we will use and store personal data in relation to insolvency appointments can be found at <https://smithandwilliamson.com/rrsgdpr>. If you are unable to download this, please contact my office and a hard copy will be provided free of charge.

To the extent that you hold any personal data of the Company's data subjects provided to you by the Company or obtained otherwise, you must process such data in accordance with data protection legislation. Please contact Katya Daniels of our office if you believe this applies.

## 10. Creditors' rights

Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors or otherwise with the court's permission) may request in writing that the liquidators provide further information about their remuneration or expenses which have been itemised in this report.

Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors or otherwise with the court's permission) may within 8 weeks of receipt of this report make an application to court on the grounds that, in all the circumstances, the basis fixed for the liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred (including any paid) by the liquidators, as set out in this report, are excessive.

The above rights apply only to matters which have not been disclosed in previous reports.

On a general note, if you have any comments or concerns in connection with our conduct, please contact Colin Hardman or Henry Anthony Shinnars in the first instance. If the matter is not resolved to your satisfaction, you may contact our Head of Legal by writing to 25 Moorgate, London EC2R 6AY or by telephone on 020 7131 4000.

Thereafter, if you wish to take the matter further you may contact the Insolvency Services directly via Insolvency Complaints Gateway. They can be contacted by email, telephone or letter as follows:

i) Email: [insolvency.enquiryline@insolvency.gov.uk](mailto:insolvency.enquiryline@insolvency.gov.uk)

ii) Telephone number: +44 300 678 0015

iii) Postal address: The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds LS11 9DA.

## 11. Next report

We are required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation unless we have concluded matters prior to this, in which case we will write to all creditors with our final account, prior to vacating office.

*Colin Hardman*

Colin Hardman (Jul 26, 2021 15:34 GMT+1)

Colin Hardman and Henry Anthony Shinnars

Joint Liquidators

Date: 27 July 2021

Colin Hardman and Henry Shinnars have been appointed as Joint Liquidators of the Company on 2 June 2016.

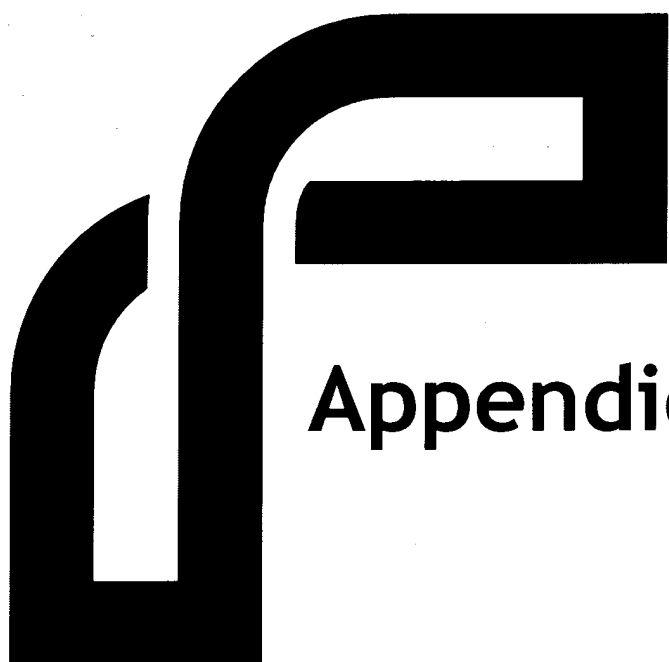
The Joint Liquidators of the Company are appointed to manage its affairs, business and property. They act as agents and without personal liability.

Both office-holders are authorised and licensed in the United Kingdom to act as insolvency practitioners by the Institute of Chartered Accountants in England and Wales.

The Joint Liquidators are bound by the Insolvency Code of Ethics which can be found at:

<https://www.icaew.com/technical/insolvency/sips-regulations-and-guidance/insolvency-code-of-ethics>

The Joint Liquidators may act as controllers of personal data, as defined by the UK data protection law, depending upon the specific processing activities undertaken. Smith and Williamson LLP may act as a processor on the instructions of the Joint Liquidators. Personal data will be kept secure and processed only for matters relating to the Joint Liquidators' appointment.



# Appendices

# I Receipts and payments account

## Receipts and payments account to 1 June 2021

Statement of Affairs	From 02/06/2020 To 01/06/2021	From 02/06/2016 To 01/06/2021
£	£	£
	ASSET REALISATIONS	
	Bank Interest Gross	5.11 149.04
	Book Debts	NIL 506.87
611,318.00	Book Debts and Retentions	NIL 3,300.00
	Transfer from Administration	NIL 192,440.05
	VAT Receivable Transfer from Admin.	NIL 406.30
		<u>5.11 196,802.26</u>
	COST OF REALISATIONS	
	Administrators' Pre Appointment Expe	NIL 27.00
	Administrators' Pre Appointment Fees	NIL 9,540.00
	Administration Pre-Appointment Legal	NIL 53.00
	Administration Pre-Appointment Legal	NIL 4,069.00
	Administrators' Expenses	NIL 166.80
	Administrators' Fees	NIL 80,460.00
	Agents/Valuers Expenses	NIL 40.81
	Agents/Valuers Fees (1)	NIL 10,040.19
	Bank Charges	NIL 38.00
	Legal Expenses	NIL 5,072.90
	Legal Fees (1)	4,500.00 44,835.69
	Liquidator's Fees	17,500.00 17,500.00
	Statutory Advertising	NIL 77.00
	Storage Costs	83.20 1,331.20
	VAT irrecoverable	298.21 298.21
	VAT Payable Transfer from Admin.	NIL 4,743.81
		<u>(22,381.41) (178,293.61)</u>
	FLOATING CHARGE CREDITORS	
(250,000.00)	Lloyds Banking Group plc	NIL NIL
		<u>NIL NIL</u>
	UNSECURED CREDITORS	
(1,526,124.00)	Trade & Expense Creditors	NIL NIL
		<u>NIL NIL</u>
	SHAREHOLDERS	
(5,833.00)	Ordinary Shareholders	NIL NIL
		<u>NIL NIL</u>
<u>(1,170,639.00)</u>	<u>(22,376.30)</u>	<u>18,508.65</u>
	REPRESENTED BY	
	Interest Bearing C/A	13,958.12
	VAT Receivable	4,550.53
		<u>18,508.65</u>

## Notes and further information required by SIP 7

- No payments have been made to us from outside the estate.
- Details of significant expenses paid are provided in the appendices.
- Information concerning the Liquidators' remuneration and expenses incurred is provided in the body of our report and the appendices.
- Information concerning the ability to challenge the Liquidators' remuneration and expenses of the liquidation is provided in our report.
- All bank accounts are interest bearing.
- There are no foreign currency holdings.
- All amounts in the receipts and payments account are shown exclusive of any attributable VAT. Where VAT is not recoverable it is an expense of the liquidation and shown as irrecoverable VAT.

## II Time analysis for the period

From 2 June 2020 to 1 June 2021

Period	Partner	Director & Associate Director	Manager	Other Professionals	Total	Cost	Average rate
	Hours	Hours	Hours	Hours	Hours	£	£/hr
Administration & planning							
Statutory & Regulatory	-	-	-	0.25	0.25	63.75	255.00
Case administration	3.75	0.47	13.35	12.98	30.55	9,585.47	313.77
Administration & planning - other (legacy)	0.50	0.25	-	8.25	9.00	2,413.00	268.11
Sub-total Administration & planning	4.25	0.72	13.35	21.48	39.80	12,062.22	303.07
Creditors							
Chargeholders	-	-	2.50	9.15	11.65	3,120.75	267.88
Unsecured creditors (exc. Staff)	-	-	1.60	0.25	1.85	567.75	306.89
Sub-total Creditors	-	-	4.10	9.40	13.50	3,688.50	273.22
Total of all hours	4.25	0.72	17.45	30.88	53.30		
Total of all £	2,145.00	296.32	5,496.75	7,812.65		15,750.72	
Average rate	504.71	413.57	315.00	252.98			295.51
Grand total hours	4.25	0.72	17.45	30.88	53.30		
Grand total £	2,145.00	296.32	5,496.75	7,812.65		15,750.72	
Average rate £/hr (all staff)	504.71	413.57	315.00	252.98			295.51

### Explanation of major work activities undertaken

#### Administration and planning

This section of the analysis encompasses the cost of the liquidators and their staff in complying with their statutory obligations, internal compliance requirements, and tax matters. Whilst the majority of this work is not considered to have added financial benefit for creditors, this work was required for compliance, case progression and maintenance purposes. The work undertaken in this category included the following:

- Preparing the joint liquidators' progress report for the period ended 1 June 2020.
- Statutory filings at Companies House for the period ended 1 June 2020.
- Maintaining physical case files and electronic case details on IPS (case management software).
- Completing case reviews to ensure case progression and compliance.
- Case bordereau reviews and maintenance.
- Case planning, administration and general progression.
- Bank reconciliations, issuing payments, completing deposit forms, cash book and bank account general maintenance.
- Issuing payments to agents.
- Submitting VAT returns.

#### Creditors

Work includes correspondence and other contact with the creditors of the Company. The work included the following:

- Dealing with creditor correspondence via email and telephone.
- Responding to various queries raised by HMRC.
- Discussions with the Bank regarding progress of the liquidation and the distribution.
- Calculating the dividend payable to the Bank.





# III Cumulative time analysis

From 2 June 2016 to 1 June 2021

Cumulative	Partner	Director & Associate Director	Manager	Other Professionals	Support	Total	Cost	Average rate
	Hours	Hours	Hours	Hours	Hours	Hours	£	£/hr
<b>Administration &amp; planning</b>								
Statutory & Regulatory	-	0.85	21.45	30.35	-	52.65	12,042.25	228.72
Case administration	6.55	1.82	31.00	40.88	5.00	85.25	22,476.97	263.66
Post appointment AML	-	-	-	0.70	-	0.70	161.00	230.00
Joint and former office holders	-	-	-	0.10	-	0.10	22.00	220.00
Administration & planning - other (legacy)	3.65	0.25	-	8.30	-	12.20	4,018.00	329.34
<b>Sub-total Administration &amp; planning</b>	<b>10.20</b>	<b>2.92</b>	<b>52.45</b>	<b>80.33</b>	<b>5.00</b>	<b>150.90</b>	<b>38,720.22</b>	<b>256.60</b>
<b>Investigations</b>								
Records and investigations	2.50	1.50	7.10	11.20	-	22.30	5,879.00	263.63
Court applications (procedural and investigatory)	-	-	0.45	-	-	0.45	112.50	250.00
<b>Sub-total Investigations</b>	<b>2.50</b>	<b>1.50</b>	<b>7.55</b>	<b>11.20</b>	<b>-</b>	<b>22.75</b>	<b>5,991.50</b>	<b>263.36</b>
<b>Realisation of assets</b>								
Fixed charge (chattel mortgages)	-	-	0.70	-	-	0.70	180.25	257.50
Other assets	1.50	-	5.75	3.50	-	10.75	2,902.75	270.02
Tax assets	-	-	-	-	0.75	0.75	63.75	85.00
Leasing and HP assets	-	0.25	1.35	0.50	-	2.10	531.25	252.98
<b>Sub-total Realisation of assets</b>	<b>1.50</b>	<b>0.25</b>	<b>7.80</b>	<b>4.00</b>	<b>0.75</b>	<b>14.30</b>	<b>3,678.00</b>	<b>257.20</b>
<b>Creditors</b>								
Chargeholders	-	-	2.75	9.15	-	11.90	3,183.25	267.50
Unsecured creditors (exc. Staff)	0.20	0.05	8.45	1.50	-	10.20	2,703.75	265.07
<b>Sub-total Creditors</b>	<b>0.20</b>	<b>0.05</b>	<b>11.20</b>	<b>10.65</b>	<b>-</b>	<b>22.10</b>	<b>5,887.00</b>	<b>266.38</b>
<b>Total of all hours</b>	<b>14.40</b>	<b>4.72</b>	<b>79.00</b>	<b>106.18</b>	<b>5.75</b>	<b>210.05</b>		
<b>Total of all £</b>	<b>6,706.00</b>	<b>1,690.57</b>	<b>21,393.00</b>	<b>21,585.40</b>	<b>488.75</b>		<b>54,276.72</b>	
<b>Average rate</b>	<b>465.69</b>	<b>358.44</b>	<b>270.80</b>	<b>203.28</b>	<b>85.00</b>			<b>258.40</b>
<b>Time undertaken by non insolvency teams</b>								
S&WFS Employee Benefits Consultancy	-	-	0.75	-	-	0.75	138.75	185.00
<b>Total hours (non insolvency teams)</b>	<b>-</b>	<b>-</b>	<b>0.75</b>	<b>-</b>	<b>-</b>	<b>0.75</b>		
<b>Total £ (non insolvency teams)</b>	<b>-</b>	<b>-</b>	<b>0.75</b>	<b>-</b>	<b>-</b>		<b>138.75</b>	
<b>Average rate £/hr (non insolvency teams)</b>	<b>-</b>	<b>-</b>	<b>1.00</b>	<b>-</b>	<b>-</b>			<b>185.00</b>
<b>Grand total hours</b>	<b>14.40</b>	<b>4.72</b>	<b>79.75</b>	<b>106.18</b>	<b>5.75</b>	<b>210.80</b>		
<b>Grand total £</b>	<b>6,706.00</b>	<b>1,690.57</b>	<b>21,393.75</b>	<b>21,585.40</b>	<b>488.75</b>		<b>54,415.47</b>	
<b>Average rate £/hr (all staff)</b>	<b>465.69</b>	<b>358.44</b>	<b>268.26</b>	<b>203.28</b>	<b>85.00</b>			<b>258.14</b>

## Comparison to Initial Fee Estimate

Creditors may recall that our current agreed fee estimate is £20,000. Our time costs since our appointment are higher than originally anticipated as it has taken longer than originally estimated to conclude matters in the liquidation.

A comparison is shown below. Our actual time costs for the current period were £15,750.72, while our cumulative time costs are £54,276.72. The Liquidators will not draw fees in excess of the originally agreed fee estimate without seeking prior approval from the Company's creditors.

Category	Estimate (£)	Actual (£)	Difference (£)	Reason
Administration & Planning	6,000.00	38,720.22	32,720.22	Time allocated to this category is higher than originally estimated as the case required as extensive time was spent issuing post-appointment notifications to creditors together with job planning and statutory and regulatory compliance.
Investigations	4,000.00	5,991.50	1,991.50	Time allocated to this category is higher than originally estimated as it took longer to conclude investigations than originally anticipated.
Realisation of Assets	5,000.00	3,678.00	(1,322.00)	Time allocated to this category is less than originally anticipated as Company's assets were realised fairly quickly without many complications.
Creditors	5,000.00	5,887.00	887.00	Time allocated to this category is slightly higher than originally estimated due to additional engagement with the Bank, HMRC and other creditors.
Total	20,000.00	54,276.72	34,276.72	

# IV Staffing, charging, subcontractor and adviser policies and charge out rates

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## Introduction

Detailed below are:

- Smith & Williamson LLP's policy in relation to:
  - Staff allocation and the use of subcontractors
  - Expense recovery

## Staff allocation and the use of subcontractors

Our general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

The constitution of the case team will usually consist of a partner and a partner or director or associate director as joint office holders, a manager, and an administrator or assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment. The charge out rate schedule below provides details of all grades of staff and their experience level.

We may use subcontractors to perform work which might ordinarily be carried out by us and our staff where it is cost effective to do so and/or where the specific expertise offered by the subcontractor is required.

Details of any subcontractors' services utilised in the period covered by this report are set out in the body of this report.

## Use of professional advisers

We select professional advisers such as agents and solicitors on the basis of balancing a number of factors including:

- The industry and/or practice area expertise required to perform the required work.
- The complexity and nature of the assignment.
- The availability of resources to meet the critical deadlines in the case.
- The charge out rates or fee structures that would be applicable to the assignment.
- The extent to which we believe that the advisers in question can add best value and service to the assignment.
- The expertise and experience of the service provider;
- The provider holds appropriate regulatory authorisations; and
- The professional and ethical standards applicable to the service provider.

Arrangements will be reviewed periodically to ensure that best value and service continue to be obtained.

External professional advisers are third party entities. The insolvency practitioners and their firm do not have any association with any external provider of services and therefore they do not fall within the definition of an associate as defined in Section 435 of the Insolvency Act 1986 and in Statement of Insolvency Practice 9. Payments to external professional advisers for the services they provide are therefore not a category 2 expense as defined in Statement of Insolvency Practice 9 and therefore do not require prior approval from the committee or creditors.

Arrangements will be reviewed periodically to ensure that best value and service continue to be obtained.

## Expenses

Category 1 expenses do not require approval by creditors. The type of expenses that may be charged as a Category 1 expense to a case generally comprise external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also, chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case.

Category 2 expenses do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage.

Since 7 July 2012 Smith & Williamson LLP's policy is to recover only one type of Category 2 expense, namely business mileage at HMRC's approved mileage rates at the relevant time. Current mileage rates are 45p per mile plus 5p per passenger per mile. Prior to 7 July 2012 approval may have been obtained to recover other types of Category 2 expenses.

## Charge out rates

A schedule of Smith & Williamson LLP's charge out rates was issued to creditors at the time the basis of the Liquidators' remuneration was approved.

The rates applicable to this appointment are set out below. Changes to the charge out rates during the period of this report were applied with effect from 1 July 2020.

Smith & Williamson LLP Restructuring & Recovery Services Charge out rates	London office £/hr		Regional offices £/hr	
	From 1/7/16	From 1/7/17	From 1/7/16	From 1/7/17
Partner / Director (from 1 January 2016)	435-485	435-500	350-375	350-375
Associate Director	370-380	390-410	295-305	295-315
Managers	235-315	250-350	190-290	190-310
Other professional staff	150-235	160-305	120-175	120-180
Support & secretarial staff	85-90	80-170	60-135	60-135

Smith & Williamson LLP Restructuring & Recovery Services Charge out rates as at 1 July 2018	London office £/hr	Regional offices £/hr
Partner / Director	450-520	360-380
Associate Director	420	290-320
Managers	250-365	225-310
Other professional staff	170-320	140-185
Support & secretarial staff	90	60-140

Smith & Williamson LLP Restructuring & Recovery Services Charge out rates as at 1 July 2019	London office £/hr	Regional offices £/hr
Partner / Director	470-540	376-432
Associate Director	440	352
Managers	270-380	216-304
Other professional staff	180-380	144-192
Support & secretarial staff	100	80

Smith & Williamson LLP Restructuring & Recovery Services Charge out rates as at 1 July 2020	London office £/hr	Regional offices £/hr
Partner / Director	495-570	396-456
Associate Director	380-465	372
Managers	285-400	228-320
Other professional staff	125-465	152-204
Support & secretarial staff	105	84

### Notes

1. Up to 31 July 2020 time is recorded in units representing 3 minutes or multiples thereof. From 1 August 2020 time is recorded in 1-minute units or multiples thereof.
2. It may be necessary to utilise staff from both regional and London offices, subject to the requirements of individual cases.
3. The firm's cashiering function is centralised and London rates apply. Up to 31 January 2021 the cashiering function time is incorporated within "Other professional staff" rates. From 1 February 2021 the cashiering function time is split between "Other professional staff" and "Associate Director".

## V Professional advisers

Name of professional advisor	Basis of fee arrangement	Initial / revised estimate £	B/f from previous period £	Costs incurred in current period £	Cumulative total £	Estimate future £	Anticipated future total £	Variance - initial to anticipated £	Costs paid in current period £	Total costs outstanding at period end £
Leslie Keats	Percentage of realisations (12.5%)	-	-	-	419.86	-	-	-	-	-
BdoPrime Mediacao Imobiliaria Lda	Fixed fee	-	-	-	1,296.55	-	-	-	-	-
Moon Beaver	Time costs	-	-	4,500.00	4,500.00	-	-	-	4,500.00	-
<b>Total</b>		-	-	<b>4,500.00</b>	<b>6,216.41</b>	-	-	-	<b>4,500.00</b>	<b>-</b>

Note: Total costs outstanding may include costs incurred in prior periods, but not yet paid.

## VI Liquidators' expenses

	Initial / revised estimate £	B/f from previous period £	Costs incurred in current period £	Cumulative total £	Estimate future £	Anticipated future total £	Variance - initial to anticipated £	Costs paid in current period £	Total costs outstanding at period end £
Storage Costs	300.00	83.20	-	83.20	250.00	250.00	250.00	83.20	-
<b>Total</b>	<b>300.00</b>	<b>83.20</b>	<b>-</b>	<b>83.20</b>	<b>250.00</b>	<b>250.00</b>	<b>250.00</b>	<b>83.20</b>	<b>-</b>

Note: Total costs outstanding may include costs incurred in prior periods, but not yet paid.

[www.smithandwilliamson.com](http://www.smithandwilliamson.com)

Principal offices: London, Belfast, Birmingham, Bristol, Cheltenham, Dublin, Glasgow, Guildford, Jersey, Salisbury and Southampton.

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