

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

TUESDAY



LD5 05/11/2019 #25
COMPANIES HOUSE

1 Company details

Company number 0 4 6 2 8 4 5 4
Company name in full Absolute Insulation Limited

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

2 Liquidator's name

Full forename(s) Edward
Surname Kerr

3 Liquidator's address

Building name/number Regent House
Street Clinton Avenue
Post town Nottingham
County/Region
Postcode N G 5 1 A Z
Country

4 Liquidator's name [Ⓢ]

Full forename(s) Francis Graham
Surname Newton

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

5 Liquidator's address [Ⓢ]

Building name/number Central Square
Street 29 Wellington Street
Post town Leeds
County/Region
Postcode L S 1 4 D L
Country

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

LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

From date	^d 1	^d 5	^m 0	^m 9	^y 2	^y 0	^y 1	^y 8
To date	^d 1	^d 4	^m 0	^m 9	^y 2	^y 0	^y 1	^y 9

7 Progress report

The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X 

X

Signature date

^d 0 ^d 4 ^m 1 ^m 1 ^y 2 ^y 0 ^y 1 ^y 9

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 Edward Kerr

Company name BDO LLP

Address
5 Temple Square
Temple Street

Post town Liverpool

County/Region

Postcode L 2 5 R H

Country

DX BRNOTICE@bdo.co.uk

Telephone 01512 374 500



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

Absolute Insulation Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 15/09/2018 To 14/09/2019 £	From 15/09/2014 To 14/09/2019 £
(33,985.00)	NIL	NIL
(22,058.56)	NIL	NIL
(57,325.49)	NIL	NIL
(91,960.96)	NIL	NIL
	NIL	NIL
	DISTRIBUTIONS	
(2.00)	NIL	NIL
	NIL	NIL
(1,243,732.16)	1,274.98	3,735.87
	REPRESENTED BY	
		2,722.14
		1,013.73
		3,735.87



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5 Temple Square
Temple Street
Liverpool
L2 5RH

TO ALL KNOWN CREDITORS AND SHAREHOLDERS

4 November 2019

Our Ref 00245221/C2/ETK/TB

Please ask for: Teddy Blankson
Direct dial: 0151 237 4421
Email: BRCMT@bdo.co.uk

Dear Madams/Sirs

Absolute Insulation Limited - In Creditors' Voluntary Liquidation ('the Company')
Registered number: 04628454

I set out, below, an annual progress report in accordance with Section 104A of the Insolvency Act 1986 and Rule 18.4 of the insolvency (England and Wales) Rules 2016 ('the Rules'). This report covers the period of 15 September 2018 to 14 September 2019 ('the Period') and should be read in conjunction with my previous reports.

Professional information regarding the Liquidators

The Joint Liquidators are Edward Terence Kerr (officeholder No: 9021) of BDO LLP, Regent House, Clinton Avenue, Nottingham, NG5 1AZ and Francis Graham Newton (officeholder No: 9310) of BDO LLP, Central Square, 29 Wellington Street, Leeds LS1 4DL. The Liquidation commenced on 15 September 2014 and the Joint Liquidators carry out their functions jointly and severally meaning any action can be done by one Liquidator or by both of them.

Receipts and Payment

I attach for your information a summary of my Receipts and Payments account, analysed to show activity in the last year compared to the whole of the Liquidation. The account shows a balance in hand of £3,736.

Receipts

The receipts shown are largely self-explanatory, although I would comment specifically on the following:

Intercompany Debt (referred to in previous reports under 'Book Debts' heading)

As creditors are aware, under the terms of a settlement agreement ('the Agreement') between the Company, the Joint Liquidators, the director and Absolute Solar Limited ('ASL'), in the event that ASL made a certain level of profit during a two year period ending on 31 July 2017, a percentage of this profit would be paid to the Liquidation estate. Following a review of ASL's statutory filed accounts, it was determined that this required level of profit had been reached. The sum of £5,103.20 was calculated as being due under the terms of the Agreement. This amount was paid in full by ASL, fully discharging its obligations under the Agreement.

The Joint Liquidators are Data Controllers as defined by the General Data Protection Regulations. BDO LLP will act as Data Processor on the instruction of the Data Controllers. Personal data will be kept secure and processed only for matters relating to the Liquidation of Absolute Insulation Limited. Please see the privacy statement at <https://www.bdo.co.uk/en-gb/privacy-notices/insolvencies>

BDO LLP, a UK limited liability partnership registered in England and Wales under number OC305127, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. A list of members' names is open to inspection at our registered office, 55 Baker Street, London W1U 7EU. BDO LLP is authorised and regulated by the Financial Conduct Authority to conduct investment business.





Refund of Management Fees

The sum of £1,219 has been received from HSBC Bank plc in respect of a refund of management fees paid by the Company prior to it entering Liquidation.

Bank Interest

The sum of £21.62 in respect of bank interest has been received during the Period.

Payments

There have been two payments during the Period; one for £68.64 in respect of storage costs and the second of £5,000.00, in relation to the Joint Liquidators' remuneration, which is discussed later in this report.

Progress of the Liquidation

Since my last report, I have dealt with the statutory obligations of the Liquidation and have finalised realisations of the Company's assets.

It is now my intention to draw my final fees, seek clearance from HM Revenue & Customs and to take the necessary steps to close the Liquidation and obtain my release from office.

Assets

There are no further assets remaining to be realised.

I can confirm that there are no assets of a peculiar or special nature which cannot be sold. Consequently there has been no distribution of unsold assets to creditors, as mentioned in Rules 18.10/14.13 of the Insolvency (England & Wales) Rules 2016.

Future Prospects

Secured Creditors

HSBC Bank plc ('the Bank') has a fixed and floating charge debenture dated 20 January 2006 over the property and assets of the Company, a fixed charge dated 2 April 2008 over the HSBC Guaranteed Capital Account and a fixed charge dated 14 May 2012 over the Stock Market Linked Savings Account.

As previously reported, the Bank was owed £235,954 at the date of Liquidation. The Bank has received £44,903 under its fixed charge in relation to the Investment Account. There are insufficient funds for any further distribution to the Bank under either its fixed or floating charges.

Preferential Creditors

Preferential claims are defined as monies owed to former employees in respect of arrears of wages, accrued holiday pay and deductions taken but not paid over to pension scheme(s).

Preferential claims have been agreed at £31,658, however, due to insufficient funds, there will be no return to the preferential creditors in this matter.



Unsecured Creditors

Unsecured claims received total £456,240 compared to £999,612 in the Statement of Affairs.

As previously reported, due to insufficient funds, there will be no return to the unsecured creditors in this matter.

Prescribed Part

Under Section 176A of the Insolvency Act 1986 where after 15 September 2003 a company has granted a floating charge to a secured creditor, a proportion of the net property of that company must be made available purely for the unsecured creditors.

As there are insufficient assets to enable a distribution to the Bank under its floating charge, there will be no net property and the provisions of the Prescribed Part will apply.

Investigations

The Joint Liquidators have a duty to investigate the affairs of the Company and also the conduct of the directors and, in respect of the latter, to submit a confidential statutory report to the Secretary of State. I confirm that a report has been submitted.

I have completed my review of the Company's affairs and assets, to establish whether there are any actions that can be investigated for the benefit of the creditors, and concluded there are no causes of action to be pursued.

Joint Liquidators' Remuneration

Pursuant to the Rules, the Joint Liquidators are obliged to fix their remuneration in accordance with Rule 18.16. This permits remuneration to be fixed either:

- (1) as a percentage of the assets realised and distributed; and/or
- (2) by reference to the time the Joint Liquidators and the staff have spent attending to matters in the Liquidation; and/or
- (3) as a set amount; and/or
- (4) as a combination of the above.

At a meeting of creditors held on 15 September 2014, the Joint Liquidators' remuneration was approved on a time cost basis.

To date, the Joint Liquidators have drawn £42,500 in respect of remuneration, £5,000 of which was drawn during the Period, as shown on the enclosed Receipts and Payments account.

I attach two schedules detailing the time costs incurred to date. The first schedule covers the Period, recording time costs of £9,463, which represents 48 hours spent at an average charge out rate of £197 per hour.

The second schedule covers the whole period of appointment and records time costs of £122,831, which represents 596 hours spent at an average charge out rate of £216 per hour.

Detail of Work Undertaken

B: Steps on Appointment

Following appointment, the Joint Liquidators are required to draw up and file statutory notices of appointment including to creditors and Companies House. In addition, internal systems for the administering of the liquidation are set up.

This work includes some benefit to creditors in terms of notification of the liquidation and details of how to claim. Other aspects relate to statutory requirements imposed on the Joint Liquidators. The work is completed predominantly by those below manager level with review and approval by Managers and Joint Liquidators where required.

C: Planning and Strategy

This relates to time costs incurred by the Joint Liquidators and their staff in managing/monitoring the case and reviewing the position, in line with internal BDO requirements. This ensures that all on-going matters are progressed efficiently and dealt with in a timely manner.

This work is primarily led by the Joint Liquidators and Associate Director, with input from the rest of the team where appropriate.

Although there is no direct benefit to creditors, planning and strategy ensures that key issues are identified and resolved/progressed in an effective and efficient manner, allowing for an orderly progression of the case.

D: General Administration

General administration covers time costs incurred by the Joint Liquidators and their staff in dealing with various matters arising in the Liquidation. This includes, but is not limited to, the following matters:

- Compiling and filing VAT returns, arranging VAT deregistration and ongoing VAT reclaims;
- Reviewing the Company tax position and submitting any necessary information to HMRC, including annual tax returns;
- Further work in relation to the statutory CDDA report;
- Cashiering (processing receipts and payments, bank reconciliations, correspondence with the bank, updating the receipts and payments account);
- Dealing with remuneration matters;
- Dealing with statutory matters required by the Rules;
- General case filing and maintaining internal files in line with BDO requirements;

The majority of this work requires a range of insolvency knowledge and experience, balanced with accounting and administrative skills. This work is predominantly undertaken by staff at Manager and Assistant Manager level, with input from other grades as required.

The majority of points referred to above are requirements placed upon us pursuant to the Rules, BDO internal policies and accounting requirements (such as VAT returns, corporation tax returns etc). Although there is no specific benefit to creditors, we are required to deal with these matters as part of our day-to-day responsibilities in managing the case.



E: Asset Realisations/Dealing

This represents time costs incurred by the Joint Liquidators and their staff in recovering and dealing with the Company's assets in the Liquidation. A significant proportion of this time has been spent in finalising the position in respect of the Settlement Agreement and debt collection.

This work is generally led at manager level, supported by assistant managers with suitable experience.

Work performed under this category benefits the body of creditors as it ensures the maximisation of asset recoveries and/or agrees strategy to mitigate costs of the same, ensuring the maximum funds are available for distribution.

G: Employees

This work relates to issues arising in respect of ex-employees of the Company and dealing with matters relating to the Liquidators statutory obligations as regards any company pension schemes.

The work is required to ensure employees, as creditors of the Company, are treated correctly and the work is generally undertaken at Manager level.

H: Creditor Claims

This category relates to the time costs incurred by the Joint Liquidators and their staff in dealing with creditors' correspondence and ad hoc queries. It is important to deal with enquiries from creditors and provide updates where appropriate and ensures that all claims and queries are correctly dealt with.

This work is led at manager level, supported by an assistant manager.

I: Reporting

Preparing periodic reports to creditors regarding the progress achieved, including preparation of receipts and payments accounts, a suitable analysis of time costs accrued and a review of actual costs and accrued costs against fees drawn.

The associate director is responsible for leading the reporting and delegating production of the accounts, fee analysis and comparisons to suitably experience staff. Much of the basic accounting and analysis is conducted by case administrators, with the reports prepared and finalised by assistant managers and managers.

This is a statutory requirement and ensures that the creditors are kept up to date with case developments.

For guidance, I enclose a document that outlines the policy of BDO LLP in respect of fees and disbursements.

Joint Liquidators' Disbursements

Where disbursements are recovered in respect of precise sums expended to third parties there is no necessity for these costs to be authorised. These are known as category 1 disbursements. No category 1 disbursements have been accrued during the Period.

Some Liquidators recharge expenses, for example printing, photocopying and telephone costs, which cannot economically be recorded in respect of each specific case. Such expenses, which are apportioned to cases, require the approval of the creditors before they can be drawn, and these are known as category 2 disbursements. The policy of BDO LLP in respect of this appointment is not to charge any category 2 disbursements with the exception of mileage on the basis of the mileage scale approved by HMRC, being 45p per mile unless otherwise disclosed to the creditors. No category 2 disbursements have accrued during the Period.

Total disbursements of £695 have been incurred in this Liquidation as detailed below.

Narrative	Cat. 1 (£)	Cat. 2 (£)	Total (£)
Statutory Bonding	120.00	-	120.00
Statutory Advertisement	253.80	-	253.80
Storage Costs	302.79	-	302.79
Company Searches	18.00	-	18.00
Total	694.59	-	694.59

To date, category 1 disbursements of £626 have been drawn, of which £69 was paid in the Period. No category 2 disbursements have been incurred to date.

Creditors' rights

I provide, at the end of this report, an extract from the Rules setting out the rights of creditors to request further information and/or challenge the remuneration or expenses within the liquidation. Creditors may access information setting out creditors' rights in respect of the approval of Liquidator's remuneration at <https://www.r3.org.uk/what-we-do/publications/professional/fees>.

The Insolvency Service has established a central gateway for considering complaints in respect of Insolvency practitioners. In the event that you make a complaint to me but are not satisfied with the response from me then you should visit <https://www.gov.uk/complain-about-insolvency-practitioner> where you will find further information on how you may pursue the complaint.

The Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to this appointment. A copy of the code is at: <http://www.icaew.com/en/members/regulations-standards-and-guidance/ethics/code-of-ethics-d>.



If you require any further information please contact me or my colleague Teddy Blankson at BRCMT@bdo.co.uk.

Yours faithfully
for and on behalf of
Absolute Insulation Limited

A handwritten signature in black ink, appearing to be 'ET Kerr', with a long horizontal line extending to the right.

E T Kerr
Joint Liquidator
Authorised by the Institute of Chartered Accountants in England & Wales in the UK

Enclosures
Receipts and Payments Account
SIP 9 Time Cost Report for the Period
SIP 9 Time Cost Report for the period of Liquidation
BDO LLP Policy in Respect of Fees and Disbursements
Statement of Creditors' Rights in respect of Fees and Disbursements

Absolute Insulation Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 15/09/2018 To 14/09/2019 £	From 15/09/2014 To 14/09/2019 £
(33,985.00)	Unsecured Directors	NIL	NIL
(22,058.56)	Unsecured Employee Wages	NIL	NIL
(57,325.49)	Unsecured Pay in Lieu of Notice	NIL	NIL
(91,960.96)	Unsecured Redundancy Pay	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(2.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(1,243,732.16)		1,274.98	3,735.87
	REPRESENTED BY		
	Bank 2 Current		2,722.14
	Vat Input		1,013.73
			3,735.87

Detail of Time Charged and Rates Applicable for the Period From 15/09/2014 to 14/09/2019

Description	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		OTHER STAFF		GRAND TOTAL	
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £
B. Steps on Appointment														
02. Statutory Documentation	1.00	461.00	5.30	1,563.50			9.85	1,802.55					16.15	3,827.05
sub total -	1.00	461.00	5.30	1,563.50			9.85	1,802.55					16.15	3,827.05
C. Planning and Strategy														
01. Historic Performance Review	0.75	345.75											0.75	345.75
06. Meet Appointor Committees													1.50	274.50
07. Strategy Planning	1.75	868.50	3.10	956.30	0.30	64.20	1.50	274.50					5.15	1,889.00
99. Other Matters					3.15	636.30							3.15	636.30
sub total -	2.50	1,214.25	3.10	956.30	3.45	700.50	1.50	274.50					10.55	3,145.55
C. Planning and Strategy														
D. General Administration														
01. Insurance Matters			2.20	690.30			5.30	974.65	0.10	5.40			7.60	1,670.35
02. VAT	0.75	360.90	3.00	929.10	0.25	51.75	0.65	138.95	2.25	408.85			6.90	1,869.55
03. Taxation	0.75	379.50	1.60	492.00	4.40	888.80	5.35	1,037.80					12.10	2,798.10
04. Instruct Lease Solicitors			2.00	606.50									2.00	606.50
05. Investigations			0.60	186.30			24.90	4,808.55					25.50	4,994.85
06. Conduct Reports	0.50	230.50	0.60	177.00									1.10	407.50

Detail of Time Charged and Rates Applicable for the Period From 15/09/2014 to 14/09/2019

Description	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		OTHER STAFF		GRAND TOTAL	
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £
07 Receipts Payments Accounts	0.10	53.30	10.20	2,672.45	4.25	767.00	7.55	1,378.55	27.05	2,501.95	4.95	352.60	54.10	7,728.85
08 Remuneration Issues	1.00	496.60	8.50	2,715.50	2.05	430.10	0.30	60.60					11.85	3,702.80
09 Statutory Matters			1.25	396.95	0.70	144.90	3.45	631.35	0.20	13.40			5.60	1,186.60
13 General Meetings							6.30	1,152.90					6.30	1,152.90
14 General Discussions			0.30	88.50			2.90	530.70					3.20	619.20
15 Gen Admin Correspondence	2.65	1,344.30	6.00	2,393.05	4.40	890.00	23.30	13,792.60	13.10	905.95	0.80	55.20	100.25	19,381.10
16 Maintain Internal Files			18.50	5,861.80	6.20	1,291.65	2.00	404.00					26.70	7,557.45
99 Other Matters	0.10	46.10					0.30	62.10					0.40	108.20
sub total -	5.85	2,911.20	54.75	17,209.45	22.25	4,464.20	132.30	24,952.75	42.70	3,835.55	5.75	407.80	263.60	53,780.95
D. General Administration														
E. Assets Realisation/Dealing														
02 Evaluation Reconciliation							0.55	100.65					0.55	100.65
03 Asset Tracing							0.45	90.90					0.45	90.90
04 Agent Instruction Liaison			0.30	88.50			1.90	347.70					2.20	436.20
06 Property Related Matters	0.25	115.25	2.70	796.50	0.30	54.90	3.45	631.35					6.70	1,598.00
07 Debt Collection	1.50	691.50	28.00	8,416.00	0.70	134.40	64.95	12,024.90					95.15	21,266.80

Detail of Time Charged and Rates Applicable for the Period From 15/09/2014 to 14/09/2019

Description	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		OTHER STAFF		GRAND TOTAL	
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £
08 Dealing with Chattel Assets	0.10	46.10	0.60	177.00									0.70	223.10
09 Dealing with other Assets			20.90	6,571.10	4.85	1,018.45	6.55	1,205.85					32.30	8,795.40
10 HP Leasing Matters							5.45	997.35					5.45	997.35
11 Disclaiming Assets			1.00	295.00									1.00	295.00
99 Other Matters			1.40	434.00	1.25	240.00	0.85	163.20					3.50	837.20
sub total -	1.85	852.85	54.90	16,778.10	7.10	1,447.75	84.15	15,561.90					148.00	34,640.60
E. Assets Realisation/Dealing														
G. Employee Matters														
02 Dealing with Employees			0.25	50.75									0.25	50.75
03 EPA Matters			14.80	3,032.80					11.00	1,089.50	12.30	1,218.70	38.10	5,341.00
04 Pension Issues	0.25	130.00	0.95	260.00	1.75	362.25			0.50	61.80			3.45	823.05
99 Other Matters								109.80					0.60	109.80
sub total -	0.25	130.00	16.00	3,352.55	1.75	362.25	0.60	109.80	11.50	1,151.30	12.30	1,218.70	42.40	6,324.60
G. Employee Matters														
H. Creditor Claims														
02 Secured Creditors			3.40	1,034.50									3.40	1,034.50
03 Preferential Creditors			0.30	88.50			0.45	82.35					0.75	170.85

Detail of Time Charged and Rates Applicable for the Period From 15/09/2014 to 14/09/2019

Description	PARTNER		MANAGER		ASSISTANT MANAGER		SENIOR ADMINISTRATOR		ADMINISTRATOR		OTHER STAFF		GRAND TOTAL	
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £
04 Non-Preferential Creditors			2.00	6,244.40	4.60	9,989.20	11.35	2,158.00			0.10	10.40	18.05	3,702.00
99 Other Matters					0.95	201.40							0.95	201.40
sub total -			5.70	1,747.40	5.55	1,110.60	11.80	2,240.35			0.10	10.40	23.15	5,108.75
H. Creditor Claims														
I. Reporting														
01 Statutory Reporting	1.10	583.00	0.70	185.00	14.65	2,888.30	1.65	190.35	23.80	1,610.60			41.90	5,464.15
04 Reporting to Creditors	1.00	472.50	10.20	3,245.00	6.30	1,252.60	25.65	5,033.50	7.00	469.00			50.15	10,472.60
sub total -	2.10	1,056.40	10.90	3,430.00	20.95	4,140.90	27.30	5,229.85	30.80	2,079.60			92.05	15,936.75
I. Reporting														
J. Distribution and Closure														
01 Closure Planning			0.20	66.60									0.20	66.60
sub total -			0.20	66.60									0.20	66.60
J. Distribution and Closure														
Net Total														122,830.85
Secretarial Expense														0.00
Other Disbursements														0.00
Billed														0.00
Grand Total														122,830.85



Absolute Insulation Limited - In Liquidation

In accordance with best practice I provide below details of policies of BDO LLP in respect of fees and expenses for work in relation to the above insolvency.

The current charge out rates per hour of staff within my firm who may be involved in working on the insolvency, follows:

GRADE	£
Partner	549
Manager	242-380
Assistant Manager	218
Senior Administrator	206
Administrator	119-185
Other Staff	73-77

This in no way implies that staff at all such grades will work on the case. The rates charged by BDO LLP are reviewed in December and July each year and are adjusted to take account of inflation and the firm's overheads.

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. Units of time can be as small as 3 minutes. BDO LLP records work in respect of insolvency work under the following categories:-

- Pre Appointment
- Steps upon Appointment
- Planning and Strategy
- General Administration
- Asset Realisation/Management
- Trading Related Matters
- Employee Matters
- Creditor Claims
- Reporting
- Distribution and Closure
- Other Issues.

Under each of the above categories the work is recorded in greater detail in sub categories. Please note that the 11 categories provide greater detail than the six categories recommended by the Recognised Professional Bodies who are responsible for licensing and monitoring insolvency practitioners.

Where an officeholder's remuneration is approved on a time cost basis the time invoiced to the case will be subject to VAT at the prevailing rate.

Where remuneration has been approved on a time costs basis a periodic report will be provided to any committee appointed by the creditors or in the absence of a committee to the creditors. The report will provide a breakdown of the remuneration drawn and will enable the recipients to see the average rates of such costs.

1) Other Costs

Where expenses are incurred in respect of the insolvent estate they will be recharged. Such expenses can be divided into two categories.



2) Category 1

This heading covers expenses where BDO LLP has met a specific cost in respect of the insolvent estate where payment has been made to a third party. Such expenses may include items such as advertising, couriers, travel (by public transport), land registry searches, fees in respect of swearing legal documents etc. In each case the recharge will be reimbursement of a specific expense incurred.

3) Category 2

We propose to recover from the estate the cost of travel where staff use either their own vehicles or company cars in travelling connected with the insolvency. In these cases a charge of 45p per mile is raised which is in line with the HM Revenue & Customs Approved Mileage Rates (median - less than 10,000 miles per annum) which is the amount the firm pays to staff. Where costs are incurred in respect of mileage, approval will be sought in accordance with the Insolvency (England and Wales) Rules 2016 to recover this disbursement.

Where applicable, all disbursements will be subject to VAT at the prevailing rate.

BDO LLP
4 November 2019

Statement from the Insolvency (England and Wales) Rules 2016 regarding the rights of creditors in respect of the Joint Liquidators' fees and expenses:

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').

Applications under rules 18.34 and 18.35 where the court has given permission for the application

18.36.—(1) This rule applies to applications made with permission under rules 18.34 and 18.35.

- (2) Where the court has given permission, it must fix a venue for the application to be heard.
- (3) The applicant must, at least 14 days before the hearing, deliver to the office-holder a notice stating the venue and accompanied by a copy of the application and of any evidence on which the applicant intends to rely.
- (4) If the court considers the application to be well-founded, it must make one or more of the following orders—
- (a) an order reducing the amount of remuneration which the office-holder is entitled to charge;
 - (b) an order reducing any fixed rate or amount;
 - (c) an order changing the basis of remuneration;
 - (d) an order that some or all of the remuneration or expenses in question is not to be treated as expenses of the administration, winding up or bankruptcy;
 - (e) an order for the payment of the amount of the excess of remuneration or expenses or such part of the excess as the court may specify by —
 - (i) the administrator or Liquidator or the administrator's or Liquidator's personal representative to the company, or
 - (ii) the trustee or the trustee's personal representative to such person as the court may specify as property comprised in the bankrupt's estate;
 - (f) any other order that it thinks just.
- (5) An order under paragraph (4)(b) or (c) may only be made in respect of periods after the period covered by the relevant report.
- (6) Unless the court orders otherwise the costs of the application must be paid by the applicant, and are not payable as an expense of the administration, winding up or bankruptcy.

Applications under rule 18.34 where the court's permission is not required for the application

18.37.—(1) On receipt of an application under rule 18.34 for which the court's permission is not required, the court may, if it is satisfied that no sufficient cause is shown for the application, dismiss it without giving notice to any party other than the applicant.

- (2) Unless the application is dismissed, the court must fix a venue for it to be heard.
- (3) The applicant must, at least 14 days before any hearing, deliver to the office-holder a notice stating the venue with a copy of the application and of any evidence on which the applicant intends to rely.
- (4) If the court considers the application to be well-founded, it must make one or more of the following orders—
- (a) an order reducing the amount of remuneration which the office-holder is entitled to charge;
 - (b) an order reducing any fixed rate or amount;
 - (c) an order changing the basis of remuneration;
 - (d) an order that some or all of the remuneration or expenses in question be treated as not being expenses of the administration or winding up or bankruptcy;
 - (e) an order for the payment of the amount of the excess of remuneration or expenses or such part of the excess as the court may specify by —
 - (i) the administrator or Liquidator or the administrator's or Liquidator's personal representative to the company, or
 - (ii) the trustee or the trustee's personal representative to such person as the court may specify as property comprised in the bankrupt's estate;
 - (f) any other order that it thinks just.
- (5) An order under paragraph (4)(b) or (c) may only be made in respect of periods after the period covered by the relevant report.
- (6) Unless the court orders otherwise the costs of the application must be paid by the applicant, and are not payable as an expense of the administration or as winding up or bankruptcy.