

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

FRIDAY



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A18

23/11/2018

#313

COMPANIES HOUSE

### 1 Company details

Company number 0 4 8 9 6 9 0 9

Company name in full Foreign Exchange Limited

→ Filing in this form  
Please complete in typescript or in  
bold black capitals

### 2 Liquidator's name

Full forename(s) Richard

Surname Toone

### 3 Liquidator's address

Building name/number First Floor

Street 16/17 Boundary Road

Post town Hove

County/Region East Sussex

Postcode B N 3 4 A N

Country

### 4 Liquidator's name ①

Full forename(s) Adrian

Surname Hyde

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

### 5 Liquidator's address ②

Building name/number First Floor

Street 16/17 Boundary Road

Post town Hove

County/Region East Sussex

Postcode B N 3 4 A N

Country

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

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**6** Period of progress report

From date	<sup>d</sup> 1	<sup>d</sup> 6	<sup>m</sup> 0	<sup>m</sup> 9	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 7
To date	<sup>d</sup> 1	<sup>d</sup> 5	<sup>m</sup> 0	<sup>m</sup> 9	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8

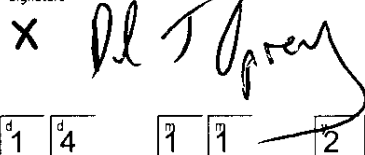
**7** Progress report

☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X 

X

Signature date

<sup>d</sup> 1	<sup>d</sup> 4	<sup>m</sup> 1	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8
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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 **David Preston**Company name **CVR Global LLP**Address **First Floor****16/17 Boundary Road**Post town **Hove**County/Region **East Sussex**Postcode **B N 3 4 A N**

Country

DX

Telephone **01273 421200****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)**

# Continuation page

Name and address of insolvency practitioner

✓ **What this form is for**  
Use this continuation page to tell us about another insolvency practitioner where more than 2 are already jointly appointed. Attach this to the relevant form. ①  
Use extra copies to tell us of additional insolvency practitioners.

✗ **What this form is NOT for**  
You can't use this continuation page to tell us about an appointment, resignation, removal or vacation of office.

→ **Filling in this form**  
Please complete in typescript or in bold black capitals.  
  
All fields are mandatory unless specified or indicated by \*

## 1 Appointment type

Tick to show the nature of the appointment:

- ☐ Administrator
- ☐ Administrative receiver
- ☐ Receiver
- ☐ Manager
- ☐ Nominee
- ☐ Supervisor
- ☒ Liquidator
- ☐ Provisional liquidator

① You can use this continuation page with the following forms:

- VAM1, VAM2, VAM3, VAM4, VAM6, VAM7
- CVA1, CVA3, CVA4
- AM02, AM03, AM04, AM05, AM06, AM07, AM08, AM09, AM10, AM12, AM13, AM14, AM19, AM20, AM21, AM22, AM23, AM24, AM25
- REC1, REC2, REC3
- LIQ2, LIQ3, LIQ05, LIQ13, LIQ14, WU07, WU15
- COM1, COM2, COM3, COM4
- NDISC

## 2 Insolvency practitioner's name

Full forename(s) Alan Brian  
Surname Coleman

## 3 Insolvency practitioner's address

Building name/number The Copper Room  
Street Deva Centre  
Post town Trinity Way  
County/Region SALFORD  
Postcode M 3 7 B G  
Country

**Foreign Exchange Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 16/09/2017 To 15/09/2018 £	From 16/09/2017 To 15/09/2018 £
ASSET REALISATIONS		
Goodwill	NIL	NIL
Furniture & Equipment	NIL	NIL
Cash at Bank	NIL	NIL
Cash at Mina Express	167,264.96	167,264.96
Bank Interest Gross	8.53	8.53
Transfer from Administration Estate	12,717.85	12,717.85
	<u>179,991.34</u>	<u>179,991.34</u>
COST OF REALISATIONS		
Specific Bond	NIL	NIL
Joint Liquidators' Fees	45,005.00	45,005.00
Former Joint Administrators' Fees	36,636.00	36,636.00
Currency Exchange Differences	NIL	NIL
Agents/Valuers Fees (1)	NIL	NIL
Agents/Valuers Fees (2)	NIL	NIL
Legal Fees (1)	25,047.00	25,047.00
Legal fees (2)	NIL	NIL
Irrecoverable VAT	21,337.60	21,337.60
Stationery & Postage	NIL	NIL
Room Hire	NIL	NIL
Storage Costs	NIL	NIL
Statutory Advertising	NIL	NIL
Bank Charges	NIL	NIL
Travel	NIL	NIL
	<u>(128,025.60)</u>	<u>(128,025.60)</u>
	<b>51,965.74</b>	<b>51,965.74</b>
REPRESENTED BY		
Interest Bearing Bank Account		9,696.69
GBP Current Account		42,269.05
		<u><b>51,965.74</b></u>

Note:

Richard Toone  
Joint Liquidator

## **ANNUAL PROGRESS REPORT**

**Foreign Exchange Limited - IN CREDITORS' VOLUNTARY LIQUIDATION**

**COMPANY NO: 04896909**

**CVR Global LLP  
First Floor  
16/17 Boundary Road  
Hove  
East Sussex  
BN3 4AN  
Telephone Number: 01273 421200  
E Mail: DPreston@cvr.global**

This report has been prepared for the sole purpose of updating the creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

**ANNUAL PROGRESS REPORT OF Foreign Exchange Limited - IN CREDITORS' VOLUNTARY LIQUIDATION**

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**Appendices**

- Appendix 1 - Statutory Information
- Appendix 2 - Receipts and Payments account for the period 16/09/2017 to 15/09/2018
- Appendix 3 - Detailed list of work undertaken in the period
- Appendix 4 - Time cost information for period 16/09/2017 to 15/09/2018
- Appendix 5 - Time costs summary for period, cumulative & comparison with estimate
- Appendix 6 - Expenses summary for period, cumulative & comparison with estimate

ANNUAL PROGRESS REPORT OF Foreign Exchange Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

## 1. EXECUTIVE SUMMARY

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

### Assets

Asset	Estimated to realise per Statement of Affairs £	Realisations to date £	Anticipated future realisations £	Total anticipated realisations £
Cash at Mina Express	N/A	167,264.96	84,529.92	251,794.88
Transfer from Administration Estate	N/A	12,717.85	0.00	12,717.85
Bank Interest	N/A	8.53	25.00	33.53

### Expenses

Expense	Amount fees and expenses estimates £	Expense incurred to date £	Anticipated further expense to closure £	Total anticipated expense £
Joint Liquidators' fees - CVR Global LLP	25,850.00	25,850.00	9,150.00	35,000.00
Joint Liquidators' fees - Royce Peeling Green Ltd	19,155.00	19,155.00	22,336.30	41,491.30
Joint Administrators fees	36,363.00	36,636.00	0.00	36,636.00
Solicitors' fees	N/A	25,047.00	7,500.00	32,547.00
All other expenses	N/A	126.52	500.00	626.52

### Dividend prospects

Creditor class	Distribution / dividend paid to date	Anticipated distribution / dividend, based upon the above
Secured creditor	N/A	N/A
Preferential creditors	Nil	100p in £
Unsecured creditors	Nil	Uncertain

### Summary of key issues outstanding

- Ongoing investigation into the Company's affairs
- Realisation of funds due from Mina Express

### Closure

Due to the issues outstanding as listed above, it is difficult to estimate the timing of any dividend to preferential or unsecured creditors and the closure of the liquidation.



## **2. GENERAL ADMINISTRATION**

### **Statutory information**

Statutory information may be found at Appendix 1.

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 the attached appendices.

## **3. ENQUIRIES AND INVESTIGATIONS**

During the Administration of the Company immediately prior to this Liquidation, it was agreed by the appointed Creditors Committee that Alan Coleman of Royce Peeling Green Ltd ('RPG'), a Joint Liquidator, would carry out a detailed review of the Company's affairs in the period prior to its Administration. This included seeking information and explanations from the director by means of questionnaires and interviews; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The director did not provide a Statement of Affairs.

The investigation has covered two areas.

### **The Director**

Following a meeting with the Director, it was identified that he had withdrawn approximately £70,000 from the Company's bank account.

Mr Coleman instructed solicitors, Turner Parkinson LLP to write to the Director to request repayment of the sum of £70,250 which he is believed to have personally received or to provide a satisfactory explanation as to why it was considered that these were his personal funds.

No response was received to this letter and a further letter was issued on 12 July 2018 giving 21 days to respond.

With no reply to this letter, the solicitors instructed a tracing agent to confirm the Directors address for service of a Statutory Demand. The Demand has been prepared and issued but requires personal service and to date this has not been achieved. The solicitors are currently obtaining further information to allow substituted service to take place.

### **Additional Information from Mina Express and Plutus FX**

The review of bank statements and accounts referred to above also identified that the cash lost by creditors could not be reconciled. Accordingly, the Creditors Committee agreed to a £10,000 plus VAT and disbursements spend in relation to obtaining additional information from Mina and Plutus, to include, if necessary, an examination before a judge.

Mr Coleman wrote to all known clients and creditors of the Company to request documentary evidence of their transactions with the Company and, following a review of the documents received, it was identified that significant funds had been paid directly to either Mina and Plutus. Furthermore, neither Mina or Plutus have been fully cooperative and have not provided a great deal of information or explanation.

## ANNUAL PROGRESS REPORT OF Foreign Exchange Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

Accordingly, Mr Coleman has instructed solicitors to obtain information from Mina and Plutus to establish the full transaction history between these brokers, the Company and its Director to enable the Joint Liquidators to clarify whether any further action can be taken in pursuit of funds.

### **Police Investigation**

I understand that the Police investigation into the Company and its Director is still ongoing and that Plutus are not being treated as suspects in their investigation. The Police have advised that Plutus have been investigated by the Financial Conduct Authority and have been found not to have breached any regulations. Plutus have assisted the Police in their enquiries and have also suffered a financial loss in their dealings with the Company.

The Police have also advised that they believe that the majority of the funds appropriated by the Director were used to pay back or make currency transfers for other customers. They have also indicated that their investigations have not revealed any substantial assets that are owned by the Director.

### **4. REALISATION OF ASSETS**

It was agreed by the Creditors Committee that Richard Toone and Adrian Hyde of CVR Global LLP ('CVR'), also Joint Liquidators, would continue with the realisation of the Company assets. Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found in the attached appendices. The Joint Liquidators formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

It should be noted that this report only covers realisations made during the period covered and it should be read in conjunction with previous reports issued during the Administration which cover realisations made during the Administration.

#### **Cash at Mina Express**

The Company funds held by Mina Express ('Mina') were not initially paid over despite numerous requests and discussions. As a consequence, I referred this matter to my solicitors for their advice on the actions required to obtain these funds from Mina. Mina had advised that they were holding in the region of £550,000 but also claimed set-off for £300,000 in relation to a forward drawdown deal with the Company.

Acting on my solicitor's advice, I obtained Counsel's opinion on the position Mina had adopted and it was his opinion that the sums held by Mina should be treated as Company assets and dealt with accordingly rather than there being any issues of the funds being held on trust.

A further letter was issued to Mina by my solicitors, stating that legal action would be taken unless the matter was resolved.

Subsequently, Mina agreed to settle the matter and a formal agreement has now been reached with a total payment due from Mina of £251,794.88. Further investigation confirmed that Mina did have a valid set off in this matter. Of this £125,000 was paid on the signing of the agreement with the remaining £126,794.88 to be paid in 9 monthly instalments. 3 instalments have been paid during the period giving a total recovery of £167,264.96. Further monthly payments continue to be received and a total recovery of £195,441.60 has been made to the date of this report.

## ANNUAL PROGRESS REPORT OF Foreign Exchange Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

### **Cash at Plutus**

The funds at Plutus were realised during the Administration of the Company and detailed in previous reports.

### **Transfer from Administration**

The sum of £12,717.85 has been transferred from the Administration estate to the Liquidation estate following the closure of the Administration.

### **Bank Interest**

The sum of £8.53 has been received in respect of bank interest for the period.

## **5. CREDITORS**

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Joint Liquidators have had to carry out key tasks which are detailed in the attached appendices. The following sections explain the anticipated outcomes to creditors and any distributions paid.

### **Secured creditors**

The Company has not granted any charges over its assets.

### **Preferential creditors**

#### **Employee claims**

The Company's employees were made redundant at the outset of the Administration. The relevant information for employees to submit claims was made to the Redundancy Payments Office and information and help has been given to employees to enable them to submit their claims online.

Employees are owed £11,797.58 preferentially.

The Joint Liquidators anticipates being able to pay a distribution in full in respect of known preferential claims.

### **Unsecured creditors**

HMRC have submitted a claim of £92,658.52.

The trade and expense creditors as per the claims received total £2,215,581.50. Please be advised that proofs of debt have not yet been agreed and therefore the total value of unsecured claims is not known at present.

### **Dividend prospects**

The extent of any dividend to creditors is uncertain at present due to the ongoing investigations and whether any recoveries will be made as a result of those investigation but it is expected that a dividend will be paid to unsecured creditors.

## ANNUAL PROGRESS REPORT OF Foreign Exchange Limited - 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.

### **6. FEES AND EXPENSES**

#### **The Joint Administrators' Fees**

The Joint Administrators' fees have been agreed by the duly appointed Creditors Committee. In this regard, a resolution was passed by the Committee that the Joint Administrators be allowed to draw total fees of £96,636. The sum of £60,000 was drawn during the Administration and a further sum of £36,636 has been drawn from the Liquidation estate to meet the remaining Administration costs.

It was agreed with the Committee that the Joint Administrators' time costs in excess of the amount agreed would not be recovered from the Administration or Liquidation estates.

#### **The Joint Liquidators' fees**

It is the Joint Liquidators' 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 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/partner.

Where a Creditors' Committee is appointed, the basis of the Joint Liquidators' fees is to be approved by the Committee.

In this regard the Committee has agreed the Joint Liquidators' remuneration on 23 October 2017 in accordance with the following:

#### **CVR Global LLP**

- That the Joint Liquidators' remuneration be fixed on a time costs basis in accordance with the time properly given by them and their staff in attending to matters arising during the Liquidation, estimated to be £25,850. Such remuneration may be drawn from time to time from funds available.
- That the Joint Liquidators' be authorised to draw Category 2 disbursements.

#### **Royce Peeling Green Ltd**

- That the Joint Liquidators' remuneration be fixed on a time costs basis in accordance with the time properly given by them and their staff in attending to matters arising during the Liquidation, estimated for the first six months to be £19,155. Such remuneration may be drawn from time to time from funds available.
- That the Joint Liquidators' be authorised to draw Category 2 disbursements.

The time costs for CVR Global LLP for the period 16 September 2017 to 15 September 2018 total £31,928.50, representing 108.20 hours at an average hourly rate of £295.09. The sum of £25,850 has

## ANNUAL PROGRESS REPORT OF Foreign Exchange Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

been drawn on account of time costs incurred. The time costs for the period are detailed in the attached appendices.

The time costs for Royce Peeling Green Ltd for the period 16 September 2017 to 15 September 2018 total £20,425.80, representing 119.25 hours at an average hourly rate of £171.29. The sum of £19,155 has been drawn on account of time costs incurred. The time costs for the period are detailed in the attached appendices.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that:

- the original fees estimate has been exceeded.

The main reasons why the fees estimate has been exceeded is due to the greater than expected time required to complete the agreement with Mina, to complete the investigation into the Company's finances and instruct solicitors in the actions stated in this report.

The Joint Liquidators are seeking the Committee's approval to fees in addition to that previously estimated for CVR Global LLP of £35,000 and for Royce Peeling Green Ltd of £41,491.30. Approval to this increase has not yet been received.

### Other Costs

VAT has been paid on invoices raised but it should be noted that the Company was not registered for VAT and that, as a consequence, VAT will not be recoverable. The total of irrecoverable VAT paid during the period is £21,337.60.

### Disbursements

The disbursements that have been incurred and not yet paid during the period are detailed in the attached appendices. Also included in the attached appendices is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

The category 1 disbursements paid for in the period 16 September 2017 to 15 September 2018 total £82.28 and are detailed in the appendices and represent the reimbursement or payments made in relation to the assignment.

The category 2 disbursements for the period 16 September 2017 to 15 September 2018 total £44.24 and these may include an element of overhead charges in accordance with the decision approved by the Committee on 23 October 2017. The basis of calculation of this category of disbursement was disclosed to creditors prior to the decision being made and is also detailed at in the appendices.

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' can be found at <https://www.r3.org.uk/index.cfm?page=1591>. A hard copy of both Guides may be obtained on request.

ANNUAL PROGRESS REPORT OF Foreign Exchange Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

**Other professional costs**

**Solicitors**

RPC solicitors were instructed to assist with the recovery of the funds held with Mina. During the period, RPC were paid £25,047 plus VAT in respect of their costs in providing this assistance.

**7. 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 Liquidators' remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

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.

Please note that information relevant and useful to creditors can be found at the following website, [www.creditorinsolvencyguide.co.uk](http://www.creditorinsolvencyguide.co.uk) and <https://www.r3.org.uk/what-we-do/publications/professional/fees>. Hard copies of these publications are available on request by contacting the Joint Liquidators' office.

**8. EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)**

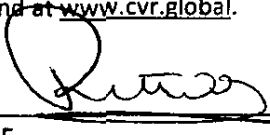
The Company's centre of main interest was in Allen House, 1 Westmead Road, Sutton, Surrey, SM1 4LA and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

**9. CONCLUSION**

The administration of the case will be continuing to finalise the following outstanding matters that are preventing this case from being closed:

- Collection of deferred consideration from Mina Express.
- Continued investigation into the Company's financial affairs and that of its Director.

If you require any further information, please contact this office. CVR Global LLP's data privacy policy can be found at [www.cvr.global](http://www.cvr.global).

Signed   
R H TOONE

Joint Liquidator  
9 November 2018

ANNUAL PROGRESS REPORT OF Foreign Exchange Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

**Appendix 1**

**Statutory Information**

Company Name	<b>Foreign Exchange Limited</b>
Former Trading Name	<b>N/A</b>
Company Number	<b>04896909</b>
Registered Office	<b>CVR Global LLP, New Fetter Place West, 55 Fetter Lane, LONDON, EC4A 1AA</b>
Former Registered Office	<b>Allen House, 1 Westmead Road, Sutton, Surrey, SM1 4LA</b>
Officeholders	<b>Richard Toone and Adrian Hyde of CVR Global LLP and Alan Coleman of Royce Peeling Green Ltd</b>
Officeholders' address	<b>CVR Global LLP, First Floor, 16/17 Boundary Road, Hove, East Sussex, BN3 4AN and Royce Peeling Green Limited of the Copper Room, Deva Centre, Trinity Way, Manchester, M3 7BG</b>
Date of appointment	<b>16 September 2017</b>

ANNUAL PROGRESS REPORT OF Foreign Exchange Limited - IN CREDITORS' VOLUNTARY  
LIQUIDATION

**Appendix 2**

**Receipts and Payments account for the period 16/09/2017 to 15/09/2018**



**Foreign Exchange Limited  
(In Liquidation)**

**Joint Liquidators' Summary of Receipts and Payments  
To 15 September 2018**

<b>RECEIPTS</b>	<b>Statement of Affairs (£)</b>	<b>Total (£)</b>
Cash at Mina Express		167,264.96
Bank Interest Gross		8.53
Transfer from Administration Estate		12,717.85
		<hr/>
		179,991.34
		<hr/>
<b>PAYMENTS</b>		
Joint Liquidators' Fees		45,005.00
Former Joint Administrators' Fees		36,636.00
Legal Fees (1)		25,047.00
Irrecoverable VAT		21,337.60
		<hr/>
		128,025.60
Net Receipts/(Payments)		<hr/>
		51,965.74
		<hr/>
 <b>MADE UP AS FOLLOWS</b>		
Interest Bearing Bank Account		9,696.69
GBP Current Account		42,269.05
		<hr/>
		51,965.74
		<hr/>

ANNUAL PROGRESS REPORT OF Foreign Exchange Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix 3

Detailed list of work undertaken for Foreign Exchange Limited in Creditors' Voluntary Liquidation for the review period 16/09/2017 to 15/09/2018

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

<b>ADMINISTRATION AND PLANNING</b>	Work involved in this category relates mainly to routine and statutory functions. It does not necessarily provide financial benefit to creditors, but ensures that the case is managed and administered in accordance with legislation and in a professional manner. Specific work is detailed below:
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Document maintenance/file review/checklist	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Appointment Documents	Filing of appointment documents
Correspondence	General correspondence
<b>INVESTIGATIONS</b>	The office holders are required to undertake an investigation in to the affairs of the company or individual prior to the commencement of the insolvency process. An office holder is required to submit a report on the conduct of the Directors who were in office in the period three years prior to the commencement of the insolvency process, to the Insolvency Service, in accordance with legislation. Occasionally such investigations identify further potential asset recoveries. Specific work is detailed below:
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 Reconstruction of financial affairs of the company Reviewing company's books and records Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
Examinations	Preparing brief to solicitor Liaising with solicitor(s) regarding examinations Attendance at examination Reviewing examination transcripts Liaising with solicitor(s) regarding outcome of examinations and further actions available
Litigation / Recoveries	Strategy meeting regarding litigation Seeking funding from creditors Reviewing terms of solicitors' conditional fee agreements Preparing brief to solicitors/Counsel Liaising with solicitors regarding recovery actions Attending to negotiations
<b>REALISATION OF ASSETS</b>	This involves work in realising assets of the company or individual, which are known and stated in the statement of affairs. It may also include work involved in asset recoveries identified post appointment, which were either unknown or identified during the office holders' investigations. Specific work is detailed below:
Cash at Bank	Realising cash at bank Liaising with solicitors Entering into agreements Monitoring receipt of payments, liaising with broker and solicitors

## ANNUAL PROGRESS REPORT OF Foreign Exchange Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

Other assets:	Monitoring receipt of payments, liaising with broker and solicitors
<b>CREDITORS</b>	This involves work in dealing with creditor queries and correspondence, including reports and where funds permit agreeing creditor claims and provision of dividends to creditors. This may also involve assisting employees. Specific work is detailed below:
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator
Creditor reports	Preparing annual progress report, investigation and general reports to creditors Disclosure of sales to connected parties
Creditors' decisions	Preparation of decision notices, proxies/voting forms Collate and examine proofs and proxies/votes to establish decisions Consider objections received and requests for physical meeting or other decision procedure (For virtual meeting) Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following decisions Issuing notice of result of decision process
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims
Creditors Committee	Holding an initial meeting of the Committee Reporting to committee members Seeking the committees approval on case strategy Calling and holding meetings of the committee as required and the circumstances of the case dictate
Other case specific matters	Liaising with solicitors Liaising with creditors Liaising with Joint Liquidators Liaising with Financial Ombudsman

### Current Charge-out Rates for CVR Global LLP

#### Time charging policy

Charge-out rates are normally reviewed annually when rates are adjusted to reflect such matters as inflation; increases in direct wage costs; and changes to indirect costs such as Professional Indemnity Insurance. It is the firm's policy for the cashier's time spent on an assignment to be charged to the case. However, secretarial and office admin support time is charged only in respect of identifiable blocks of time devoted to the case where we consider it to be viable to do so. All time is recorded in 6 minute units.

Staff	Charge out rates £ per hour
Insolvency Practitioner/Partners	390-495
Consultants	390-495
Directors	360-390
Associate Directors	330-360
Managers	300-330
Assistant Manager	290-310
Senior Executive	240-275
Executive	155-190
Cashier	135-185
Secretarial/Admin/Analyst	90-125

## ANNUAL PROGRESS REPORT OF Foreign Exchange Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

### CVR Global LLP

#### **Direct expenses ("Category 1 Disbursements")**

Category 1 disbursements as defined by SIP 9, which can be specifically identified as relating to the administration of the case, will be charged to the estate at cost, with no uplift. These include but are not limited to such items as advertising our appointment, meetings and requesting claims from creditors, storage in relation to the books and records of the company or individuals and the assignment records, online reporting facilities in relation to the uploading of documents and reports for creditors, bonding and other insurance premiums to protect the estate and its assets, and properly reimbursed expenses incurred by personnel in connection with the case.

#### **Indirect expenses ("Category 2 Disbursements")**

It is our normal practice to also charge the following indirect disbursements ("Category 2 Disbursements as defined by SIP 9) to the case, where appropriate:

#### **Circulars to creditors:**

Plain/headed paper including photocopying	12p per side
Envelopes	12p each
Postage	Actual cost

#### **Room Hire**

For the convenience of creditors and to save the cost of booking an outside hotel room, meetings of creditors are occasionally held internally at our offices. Where meetings of creditors are held in one of our internal meeting rooms, a charge of £100 plus VAT may be levied to cover the cost of booking the room.

#### **Travel**

Mileage incurred as a result of any necessary travelling is charged to the estate at the H M Revenue & Customs approved rate, currently 45p per mile.

All of the above costs are subject to amendment by the firm at any time and if amended will be notified to creditors with the next circular sent to all creditors.

#### **Company Searches & Electronic Verification of Identity**

Included in expense and/or disbursements, Company Searches and electronic Verification of Identity include an element of shared costs. Such expenses are of an incidental nature but are generally incurred on each case. In line with the cost of the external provision of such services, a charge of £15 plus VAT is levied to cover the cost of these searches.

## ROYCE PEELING GREEN LIMITED CHARGE OUT RATES & POLICY ON THE CHARGING OF DISBURSEMENTS (as at 1 August 2018)

1.1 Staff are currently charged out at hourly rates, details of which are as follows:

	(Per Hour) £
Partner/Senior Insolvency Practitioner	275
Insolvency Practitioner/Senior Manager	250
Senior Administrator	150
Support/Cashier	50-102

Time is recorded in units 0.10 of an hour (i.e. 6-minute units)

### 1.2 Expenses & Disbursements

Where the Insolvency Practitioner at Royce Peeling Green Limited ('RPG') acts as office-holder of an insolvent or solvent estate, RPG will seek to re-charge these costs (plus VAT where applicable). In such cases, to comply with Statement of Insolvency Practice 9 ('SIP9'), the standard disbursement cost and expense re-charge calculation will be based on RPG's standard policy, which is as follows:

#### Category 1 Expenses

These relate to expenditure directly related to a particular insolvent estate. These expenses are recharged to the individual case at cost as they are incurred.

These costs will include:-

- Statutory Bonding (Bordereau)
- Postage
- Land Registry Searches
- Room Hire (use of third party room e.g. a Hotel)
- Printing and Photocopying (if external sources are required)
- IVA Registration Fee
- Statutory Advertising
- Post Redirection
- Storage (if external sources are required)
- Companies House Search
- Travel (where public transport is used)

#### Category 2 Expenses

These relate to expenditure, which is not directly related to the insolvent estate, but where the cost is apportioned or allocated over a number of such cases and estimates are used in the calculation.

These costs will be re-charged at the following rates:

Photocopying – 10p per page, irrespective of size

With effect from 1 November 2011 Car Travel – currently 40p per mil – is classed as a Category 2 expense

#### **Appendix 4**

Actual time cost information for period 16/09/2017 to 15/09/2018 and cumulative

FOREIGN EXCHANGE LIMITED - CVL - FORE65380

Time and Chargeout Summary for the period 16/09/2017 to 15/09/2018							
Classification of work function	Hours					Time Cost £	Average hourly rate £
	Partner / Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Administration & Planning							
(A)Appointment Documents	0.00	0.00	0.00	0.20	0.20	25.00	125.00
(A)Case Reviews	2.20	2.00	0.00	0.00	4.20	1,499.00	356.90
(A)Cashing	0.00	0.00	0.00	4.90	4.90	760.50	155.20
(A)General Administration	2.40	10.40	0.50	0.00	13.30	3,992.00	300.15
(A)JA Correspondence	0.80	0.00	0.00	0.00	0.80	264.00	330.00
(A)Statutory Filing, advertising & bordereau	0.40	0.00	0.00	0.00	0.40	132.00	330.00
Total for Administration & Planning	5.80	12.40	0.50	5.10	23.80	6,672.50	280.36
Investigations							
(I)D Conduct reports/returns	0.00	11.40	0.00	0.00	11.40	3,306.00	290.00
(I)Investigations (not SIP2/CDDA)	0.40	7.20	0.20	6.00	13.80	2,950.00	213.77
Total for Investigations	0.40	18.60	0.20	6.00	25.20	6,256.00	248.25
Realisation of Assets							
(R)Cash at Bank	0.00	1.40	0.00	0.00	1.40	406.00	290.00
(R)Other Assets	0.30	0.30	0.00	0.00	0.60	219.00	365.00
Total for Realisation of Assets	0.30	1.70	0.00	0.00	2.00	625.00	312.50
Creditors							
(C)Claims & Proofs	0.00	0.50	0.40	0.00	0.90	213.00	236.67
(C)Committee reports, notices and	14.80	1.00	0.00	0.00	15.80	5,471.00	346.27
(C)Correspondence	3.60	4.00	0.30	0.00	7.90	2,399.00	303.67
(C)Reports & Circulars	0.20	0.50	0.00	1.80	2.50	436.50	174.60
Total for Creditors	18.60	6.00	0.70	1.80	27.10	8,519.50	314.37
Case Specific Matters							
(CS)Other Special Issues	28.80	0.00	1.00	0.30	30.10	9,855.50	327.43
Total for Case Specific Matters	28.80	0.00	1.00	0.30	30.10	9,855.50	327.43
Total Hours	53.90	38.70	2.40	13.20	108.20	31,928.50	295.09
Total fees Claimed	18,453.00	11,251.00	552.00	1,672.50	31,928.50		

Category 2 Disbursements	
Other amounts paid or payable to the office holder's firm or to any party in which the office holder or his firm or any associate has an interest	
Type and Purpose	£
Other	20.00
Postage	44.24
Storage	49.80
	114.04

# FOREIGN EXCHANGE LIMITED

Time spent by grade in the period from 16 September 2017 to 15 September 2018

	Actual Fees				Total Hours	Total Cost £	Average Rate £	Fee Estimate		
	Office Holder £	Manager £	Admin £	Cashier £				Total Hours	Total Costs £	Average Rate £
Statutory & Compliance	12.10	1.20	9.90	1.10	24.30	4,941.50	203.35	5.00	650.00	130.00
Asset Realisation	2.70	-	-	-	2.70	742.50	275.00	0.00	0.00	0.00
Employee	-	-	-	-	-	-	-	0.00	0.00	0.00
Creditor Communications	8.80	1.25	2.20	-	12.25	3,043.30	248.43	14.00	3,850.00	275.00
Investigations	14.10	-	65.90	-	80.00	11,698.50	146.23	57.00	14,655.00	257.11
<b>Total hours/Cost</b>	<b>37.70</b>	<b>2.45</b>	<b>78.00</b>	<b>1.10</b>	<b>119.25</b>	<b>20,425.80</b>	<b>171.29</b>	<b>76.00</b>	<b>19,155.00</b>	<b>252.04</b>



ANNUAL PROGRESS REPORT OF Foreign Exchange Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

**Appendix 5**

**Time costs summary for period, cumulative & comparison with estimate for Foreign Exchange Limited IN CREDITORS VOLUNTARY LIQUIDATION**

**CVR Global LLP**

	Actual time costs incurred during the Review Period			Total time costs incurred to date		
Work category	Number of hours	Average hourly rate £ per hour	Total time costs £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration (including statutory reporting)	23.80	280.36	6,672.50	23.80	280.36	6,672.50
Investigations	25.20	248.25	6,256.00	25.20	248.25	6,256.00
Realisation of assets	2.00	312.50	625.00	2.00	312.50	625.00
Creditors (claims and distribution)	27.10	314.37	8,519.50	27.10	314.37	8,519.50
Case Specific Matters	30.10	327.43	9,855.50	30.10	327.43	9,855.50

**Royce Peeling Green Ltd**

	Actual time costs incurred during the Review Period			Total time costs incurred to date		
Work category	Number of hours	Average hourly rate £ per hour	Total time costs £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration (including statutory reporting)	24.30	203.35	4,941.50	24.30	203.35	4,941.50
Investigations	80.00	146.23	11,698.50	80.00	146.23	11,698.50
Realisation of assets	2.70	275.00	742.50	2.70	275.00	742.50
Creditors (claims and distribution)	12.25	248.43	3,043.30	12.25	248.43	3,043.30

ANNUAL PROGRESS REPORT OF Foreign Exchange Limited - IN CREDITORS' VOLUNTARY LIQUIDATION

**Appendix 6**

**CVR Global LLP's Expenses summary for period, cumulative & comparison with estimate for Foreign Exchange Limited Limited in Creditors' Voluntary Liquidation**

Below are details of the Joint Liquidators' expenses for the period under review and the total to date.

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
<b>Category 1 Expenses</b>				
Bonding		20.00	20.00	
Storage		62.28	62.28	
<b>Category 2 Expenses</b>				
Stationery / fax / postage /		44.24	44.24	