

Liquidator's Progress Report

S.192

Pursuant to Sections 92A and 104A and 192
of the Insolvency Act 1986

To the Registrar of Companies

Company Number

05046990

Name of Company

Camerabox Limited

I / We

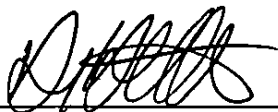
Danny Dartnall, Kings Wharf, 20-30 Kings Road, Reading, Berkshire, RG1 3EX

Martha H Thompson, Kings Wharf, 20-30 Kings Road, Reading, Berkshire RG1 3EX

the liquidator(s) of the company attach a copy of my/our Progress Report
under section 192 of the Insolvency Act 1986

The Progress Report covers the period from 18/06/2015 to 17/06/2016

Signed



Date

7/7/16

BDO LLP
Kings Wharf, 20-30 Kings Road
Reading
Berkshire
RG1 3EX

Ref 00179388/DAD/MHT/TCT/MKW/DSP/JR

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COMPANIES HOUSE

Camerabox Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments

Statement of Affairs	From 18/06/2015 To 17/06/2016	From 18/06/2012 To 17/06/2016
ASSET REALISATIONS		
	NIL	2,802 45
Furniture & Equipment	NIL	9,769 75
Stock	NIL	3,700 00
Domain Names	NIL	49,691 59
Pre-appointment VAT Refund	NIL	14,879 60
VAT Refund	NIL	26,683 31
26,683 31 Administration period VAT Refund	NIL	836 37
Rates Refund	235 02	1,013 89
Bank Interest Gross	138 93	186 12
Bank Interest Net of Tax	NIL	25,618 12
25,618 12 Administration Surplus	NIL	121,109 50
CT Refund	373 95	256,290 70
COST OF REALISATIONS		
	NIL	67,584 90
Joint Liquidators' Fees	NIL	20 96
Joint Liquidators' Disbursements	NIL	24,183 10
Joint Administrators' Fees	NIL	34 10
Joint Administrators' Disbursements	NIL	11,000 00
Agents' Fees & Disbursements	NIL	5,000 00
Professional Fees (Taxation)	NIL	14,471 65
Legal Fees & Disbursements	81 35	420 33
Corporation Tax	NIL	482 45
VAT Paid	NIL	4 05
Bank Charges	NIL	293 45
Statutory Advertising	NIL	0 15
Bank Charges	(81 35)	(123,495 14)
52,301.43	292 60	132,795.56
REPRESENTED BY		
Vat Input		24,500 63
Floating Current Account Santander		111,549 37
Vat Output		(3,254 44)
		132,795.56



Danny Dartnall
Joint Liquidator

7 July 2016

Your Ref
Our Ref BR/TT/00152791/A6Please ask for
Lara Bradley
Direct Line 0118 925 4480

Dear Sirs

Camerabox Limited - In Creditors' Voluntary Liquidation ("the Company")
Registered Address: Kings Wharf, 20-30 Kings Road, Reading, RG1 3EX
Registered number: 05046990
Joint Liquidators: Martha H Thompson and Danny Dartnail (formerly David Gilbert)
Joint Liquidators' Address: BDO LLP, Kings Wharf, 20-30 Kings Road, Reading, RG1 3EX
Date of Appointment: 18 June 2012

I enclose for your information an annual progress report in accordance with Section 104A of the Insolvency Act 1986 and Rule 4.49C of the Insolvency Rules 1986

On 2 June 2016 the High Court of Justice granted an Order for David Gilbert to be replaced as Joint Liquidator by Danny Dartnail of BDO LLP, Kings Wharf, 20-30 Kings Road, Reading, Berkshire, RG1 3EX

RECEIPTS & PAYMENTS

I enclose a summary of the Joint Liquidators' Receipts and Payments showing a balance in hand of £111,549. The Receipts and Payments for the third year of the Liquidation are also shown separately on the attached summary.

There have been no significant receipts or payments since my last report

No assets remain in the Liquidation

INVESTIGATIONS

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

I have continued to investigate whether any sums might be recovered for the benefit of creditors as a result of the circumstances leading to the Company being placed into Administration, and have been liaising with a number of third parties. These investigations have concluded and no realisations will be made

PROSPECTS FOR CREDITORS

The secured and preferential creditors were paid in full during the Administration

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Under the provisions of Section 176A of the Insolvency Act 1986 I am required to state the amount of funds available to unsecured creditors in respect of the prescribed part. This provision applies where a company has granted a floating charge to a creditor after 15 September 2003.

As the secured and preferential creditors have been paid in full, the prescribed part will not apply in this Liquidation.

On present information there will be sufficient funds available to enable a small dividend to be paid to unsecured creditors.

Unsecured creditor claims received to date total approximately £1.3 million. Those creditors who have not yet submitted a claim, are invited to do so by completing the attached Proof of Debt Form. It is anticipated that a first and final dividend will be declared within 6 to 12 months.

JOINT LIQUIDATORS' REMUNERATION

Pursuant to the Insolvency Rules 1986, the Joint Liquidators are obliged to fix their remuneration in accordance with Rule 4.127(2) of the Insolvency Rules 1986. 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.

Creditors have already approved the Joint Liquidators' remuneration on a time cost basis and to date the sum of £67,585 has been drawn as shown on the enclosed summary of Receipts and Payments.

I enclose a schedule analysing the further time costs incurred in dealing with matters arising in the Liquidation in the period from 18 June 2015 to 17 June 2016. This shows 68 hours at an average charge out rate of approximately £218 per hour, totalling £14,733. I also attach a schedule analysing the time costs for the period from the date of appointment, being 18 June 2012, to 17 July 2016.

I hereby request creditors to consider and if think fit approve my further costs of £14,000 on a time cost basis. In accordance with Rule 4.63A of the Insolvency Rules 1986, I attach a form of written resolutions which includes a resolution in this respect. Further details in relation to the form of written resolutions are provided below.

For guidance, I enclose "A Creditors' Guide to Liquidators' Fees", together with 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. To date category 1 disbursements totalling £21 have been incurred to date in relation to specific bonding, insurance and advertising.

Liquidators often charge expenses for example postage, stationery, photocopying charges, telephone and fax costs, which cannot economically be recorded in respect of a 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 joint office-holders 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>

CREDITORS' RIGHTS

I provide at the end of this report an extract from the Insolvency Rules 1986 setting out the rights of creditors to request further information and/or challenge the remuneration or expenses within the Liquidation.

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.

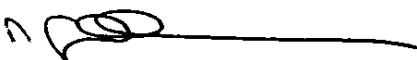
FORM OF WRITTEN RESOLUTIONS

A form of written resolutions is attached covering matters set out above. Creditors may indicate their wishes in respect of resolutions by completing and returning the form to this office by no later than 12.00 noon on 25 July 2016. Votes must be accompanied by details of your claim if not already submitted. Votes received after the time set out above will not be counted.

Under Rule 4.63A of the Insolvency Rules 1986, if at least 10% of creditors whose debt from the company amounts to at least 10% of the company's total debts, may within 5 business days request that we summon a meeting to consider the resolutions. Notification must be in writing and must be received by no later than 25 July 2015.

If you require any further information please do not hesitate to contact Lara Bradley of my office.

Yours faithfully
For and on behalf of
Camerabox Limited



Martha Thompson
Joint Liquidator
Authorised by the Institute of Chartered Accountants in Ireland in the UK

Enc

Statement from the Insolvency Rules 1986 (as amended) regarding the rights of creditors in respect of the Joint Liquidators' fees and expenses:**Rule 4.49E Creditors' and members' request for further information**

(1) If-

- (a) within the period mentioned in paragraph (2)-
 - (i) a secured creditor, or
 - (ii) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question), or
 - (iii) 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, or
- (b) with the permission of the court upon an application made within the period mentioned in paragraph (2)-
 - (i) any unsecured creditor, or
 - (ii) any member of the company in a members voluntary winding up,

makes a request in writing to the liquidator for further information about remuneration or expenses set out in a progress report in accordance with Rule 4.49B(1)(e) or (f) (including by virtue of Rule 4.49C(5)) or in a draft report under Rule 4.49D, the liquidator must, within 14 days of receipt of the request, comply with paragraph (3) except to the extent that the request is in respect of matter[s] in a draft report under Rule 4.49D or a progress report required by Rule 4.108 which (in either case) was previously included in a progress report not required by Rule 4.108

(2) The period referred to in paragraph (1)(a) and (b) is-

- (a) 7 business days of receipt (by the last of them in the case of an application by more than one member) of the progress report where it is required by Rule 4.108, and
- (b) 21 days of receipt (by the last of them in the case of an application by more than one member) of the report or draft report in any other case

(3) The liquidator complies with this paragraph by either-

- (a) providing all of the information asked for, or
- (b) so far as the liquidator considers that-
 - (i) the time or cost of preparation of the information would be excessive, or
 - (ii) disclosure of the information would be prejudicial to the conduct of the liquidation or might reasonably be expected to lead to violence against any person, or
 - (iii) the liquidator is subject to an obligation of confidentiality in respect of the information, giving reasons for not providing all of the information

Rule 4.131 Creditors' claim that remuneration is or other expenses are excessive

(1) Any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the creditors (including that creditor) or the permission of the court, may apply to the court for one or more of the orders in paragraph (4)

(1A) Application may be made on the grounds that-

- (a) the remuneration charged by the liquidator,
- (b) the basis fixed for the liquidator's remuneration under Rule 4.127, or
- (c) expenses incurred by the liquidator,

is or are, in all the circumstances, excessive or, in the case of an application under sub-paragraph (b), inappropriate

- (1B) The application must, subject to any order of the court under Rule 4 49E(5), be made no later than 8 weeks (or, in a case falling within Rule 4 108, 4 weeks) after receipt by the applicant of the progress report, or the draft report under Rule 4 49D, which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report")
- (2) The court may, if it thinks that no sufficient cause is shown for a reduction, dismiss the application, but it shall not do so unless the applicant has had an opportunity to attend the court for a hearing, of which he has been given at least 5 business days notice but which is without notice to any other party

If the application is not dismissed under this paragraph, the court shall fix a venue for it to be heard, and give notice to the applicant accordingly

- (3) The applicant shall, at least 14 days before the hearing, send to the liquidator a notice stating the venue and accompanied by a copy of the application, and of any evidence which the applicant intends to adduce in support of it
- (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 liquidator was entitled to charge,
 - (b) an order fixing the basis of remuneration at a reduced 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 liquidation,
 - (e) an order that the liquidator or the liquidator's personal representative pay to the company the amount of the excess of remuneration or expenses or such part of the excess as the court may specify,

and may make any other order that it thinks just, but an order under sub-paragraph (b) or (c) may be made only in respect of periods after the period covered by the relevant report

- (5) Unless the court orders otherwise, the costs of the application shall be paid by the applicant, and are not payable as an expense of the liquidation

Camerabox Limited
- In Creditors' Voluntary Liquidation -
Summary of the Joint Liquidators' Receipts and Payments
for the period from 18 June 2012 to 17 June 2016

	Estimated to Realise	18 June '12 to 17 June '15	18 June '15 to 17 June '16	Total
	£	£	£	£
RECEIPTS				
Pre-appointment CT Refund	-	121,110	-	121,110
Pre-appointment VAT Refund	-	49,692	-	49,692
Administration period VAT Refund	26,683	26,683	-	26,683
Administration Surplus	25,618	25,618	-	25,618
VAT Refund	-	14,880	-	14,880
Stock	-	9,770	-	9,770
Domain Names	-	3,700	-	3,700
Furniture & Equipment	-	2,802	-	2,802
Bank Interest	-	733	467	1,200
Rates refund	-	836	-	836
VAT on Receipts	-	3,254	-	3,254
	52,301	259,078	467	259,545

PAYMENTS

Joint Liquidators' Fees	67,585	-	67,585
Joint Administrators' Fees	24,183	-	24,183
Legal Fees	14,472	-	14,472
Agents' Fees & Disbursements	11,000	-	11,000
Professional Fees	5,000	-	5,000
VAT Paid	482	-	482
Corporation Tax	339	82	421
Statutory Advertising	293	-	293
Joint Administrators' Disbursements	34	-	34
Joint Liquidators' Disbursements	21	-	21
Bank Charges	4	-	4
VAT on Payments	24,501	-	24,501
	147,914	82	147,996
Balance In Hand			111,549
			259,545

BDO LLP
Kings Wharf
20-30 Kings Road
Reading
RG1 3EX

Martha H Thompson
Joint Liquidator
7 July 2016

Proof of Debt - General Form

Camerabox Limited - In Creditors' Voluntary Liquidation

Date of Administrator 18 June 2011

Date of Creditors' Voluntary Liquidation 18 June 2012

1	Name of creditor (If a company please also give company registration number)	
2	Address of creditor for correspondence.	
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into liquidation	
4	Details of any documents by reference to which the debt can be substantiated (Note There is no need to attach them now but the liquidator may call for any document or evidence to substantiate the claim at his discretion as may the chairman or convener of any meeting)	
5	If amount in 3 above includes outstanding uncapitalised interest please state amount	£
6	Particulars of how and when debt incurred. (If you need more space append a continuation sheet to this form)	
7	Particulars of any security held, the value of the security, and the date it was given	
8	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.	
9	Signature of creditor or person authorised to act on his behalf _____	
	Name in BLOCK LETTERS _____	
	Position with or in relation to creditor _____ Address of person signing (if different from 2 above) _____	
Admitted to vote for		Admitted for dividend for
£		£
Date		Date
Liquidator		Liquidator

Camerabox Limited - In Creditors' Voluntary Liquidation

Written resolutions otherwise than at a meeting in respect of a report dated 7 July 2016

- 1 "That the Joint Liquidators' remuneration for the period from 18 June 2015 to 17 June 2016 be approved and paid on the basis of time properly spent in attending to matters arising in the Liquidation in the sum of £14,000, plus VAT"

*Approve / Reject

***Please indicate how you wish to vote.**

Creditor's Name

Creditor's Address:

.....

.....

.....

Signature of Creditor.

Dated

Please Return to:
Martha H Thompson at BDO LLP, Kings Wharf, 20-30 Kings Road, Reading, Berkshire, RG1 3EX

Camerabox Limited - In Creditors' Voluntary 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: This in no way implies that staff at all such grades will work on the case

GRADE	£	Prior Period £
Partner	587-691	658
Director	406	387
Senior Manager	345-376	345
Manager	259-293	279
Assistant Manager	210	210
Senior Executive	197	197
Executive	145-218	71-158
Support staff/Secretary	81	71
Cashier	181-192	181-192

The rates charged by BDO LLP, Kings Wharf, 20-30 Kings Road, Reading, Berkshire, RG1 3EX 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 6 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 2 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, travel (by public transport), couriers, searches at company house, land registry searches, fees in respect of swearing legal documents, external printing costs etc. In each case the recharge will be reimbursement of a specific expense incurred.

3) Category 2

Insolvency practice additionally provides for the recharge of expenses such as postage, stationery, photocopying charges, telephone, fax and other electronic communications, which cannot be economically recorded in respect of each specific case. Such expenses, which are apportioned to cases, must be approved by the creditors in accordance with the Insolvency Rules 1986, before they can be drawn, and these are known as category 2 disbursements.

A further disbursement under this heading is 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 40p per mile is raised which is in line with the Inland Revenue Approved Mileage Rates (median - less than 10,000 miles per annum) which is the amount the firm pays to staff.

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

CAMERABOX LIMITED - IN CREDITORS VOLUNTARY LIQUIDATION
Summary of Time Charged and Rates Applicable for the period from 18 June 2012 to 7 July 2016

DESCRIPTION	PARTNER		DIRECTOR		MANAGER		SENIOR EXECUTIVE		EXECUTIVE		OTHER STAFF		GRAND TOTAL		AVERAGE RATE	
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	£	£
A Pre Appointment Matters																
B Steps On Appointment	1.00	526.00	1.00	346.00					0.75	157.50			2.75	1,049.50		381.64
C Planning and Strategy																
05 Review Options Available			0.25	101.50									0.25	101.50		406.00
07 Strategy Planning					3.20	773.15							3.20	773.15		241.61
			0.25	101.50	3.20	773.15							3.45	874.65		647.61
D General Administration																
02 VAT			5.50	2,069.75	10.90	2,606.20			7.70	1,450.25			24.10	6,126.20		254.20
03 Taxation	9.50	6,351.00	10.75	4,169.25	21.30	5,295.60			9.00	2,335.75			50.55	18,051.60		357.10
04 Instruct/Liaise Solicitors					0.35	86.45							0.35	86.45		247.00
05 Investigations	10.25	6,744.50	26.00	9,783.25	1.45	358.15			1.25	246.25			38.95	17,134.15		439.90
06 Conduct Reports									1.50	295.50			1.50	295.50		197.00
07 Receipts/Payments Accounts			1.40	292.20	2.70	672.50	0.10		8.25	904.75	10.00	787.90	22.45	2,677.55		119.27
08 Remuneration Issues			1.00	387.00	0.50	123.50					0.20	15.80	2.50	619.50		327.80
09 Statutory Matters					2.05	502.85			28.60	4,107.35	0.25	20.25	36.90	8,578.45		232.48
15 General Admin/Correspondence	6.00	3,948.00			0.65	159.85			0.25	44.00	0.70	87.80	10.60	5,016.40		473.25
16 Maintain Internal Files	4.50	2,961.00	4.50	1,763.75									1.00	638.00		658.00
99 Other Matters	1.00	658.00														
	31.25	20,562.50	49.15	18,467.20	41.40	10,238.60	0.10		56.35	9,383.85	11.15	911.75	189.60	59,583.10		314.26
E Asset Realisations/Dealing																
04 Agent Instructing/Liaising			0.75	274.50	1.60	395.20			1.25	230.50			3.60	900.20		250.06
08 Dealing With Chattel Assets			2.25	860.25									2.25	860.25		382.33
09 Dealing With Other Assets			1.25	478.00	0.75	181.50							2.00	659.50		329.75
99 Other Matters	1.00	658.00											1.00	658.00		658.00
	1.00	658.00	4.25	1,612.75	2.35	576.70			1.25	230.50			8.85	3,077.95		347.79
F Trading Related Matters																
G Employee Matters																
H Creditor Claims																
04 Non preferential Creditors			9.25	3,711.25	4.50	1,329.90			19.20	3,034.15	36.40	3,165.90	69.35	11,241.20		162.09
06 Other Creditors	1.00	658.00											1.00	658.00		658.00
	1.00	658.00	9.25	3,711.25	4.50	1,329.90			19.20	3,034.15	36.40	3,165.90	70.35	11,899.20		820.09
I Reporting																
01 Statutory Reporting	3.00	2,040.00	0.25	96.75	12.25	3,010.75							15.50	5,147.50		332.10
02 Reporting to Appointor	1.00	658.00	0.25	91.50									1.25	749.50		599.50
04 Reporting to Creditors			6.75	2,631.25	7.70	2,062.40			0.75	90.75	2.00	154.00	17.20	4,938.40		287.12
	4.00	2,698.00	7.25	2,819.50	19.95	5,073.15			0.75	90.75	2.00	154.00	33.95	10,835.40		1,218.81
J Distribution & Closure					0.75	183.00							0.75	183.00		
K Work																
	1.00	658.00	7.50	3,667.50	1.50	715.50							10.00	5,041.00		
	39.25	25,760.50	78.65	30,745.70	73.65	18,890.00	0.10		78.50	12,896.75	49.35	4,231.65	319.70	92,543.80		289.47

The current charge out rates per hour of staff within my firm who may have been involved in working on the Liquidation are as follows

GRADE	£	Previous Year
Partner	587.651	658
Director	406	387
Senior Manager	345.367	345
Manager	259.293	279
Assistant Manager	210	210

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CAMERABOX LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION
Summary of Time Charged and Rates Applicable for the period from 18 June 2015 to 17 Junr 2016

DESCRIPTION	PARTNER		DIRECTOR		MANAGER		SENIOR EXECUTIVE		EXECUTIVE		OTHER STAFF		GRAND TOTAL		AVERAGE RATE
	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	Hours	Total £	
A Pre Appointment Matters															
B Steps On Appointment															
C Planning & Strategy			0 25	101 50									0 25	101 50	406 00
D General Administration															
02 VAT															
03 Taxation			0 75	304 50	0 75	219 75							1 50	524 25	349 50
05 Investigations															
07 Receipts/Payments Accounts					0 80	170 40	0 10	19 20	1 70	158 35	1 05	109 20	3 65	457 15	125 25
08 Remuneration Issues					1 00	293 00							1 00	293 00	293 00
09 Statutory Matters													0 45	36 05	80 11
15 General Admin/ Correspondence			1 75	710 50									0 20	15 80	79 00
16 Maintain Internal Files			2 50	1,015 00	2 55	683 15	0 10	19 20	1 70	158 35	1 05	109 20	1 75	710 50	406 00
													7 90	2,036 75	257 82
E Asset Realisations/Dealing															
04 Agent Instructing/Liaising															
08 Dealing with Chattel Assets															
F Trading Related Matters															
G Employee Matters															
H Creditor Claims															
04 Non preferential Creditors			7 75	3,146 50	2 75	948 75					32 90	2,661 90	43 40	6,757 15	155 69
			7 75	3,146 50	2 75	948 75					32 90	2,661 90	43 40	6,757 15	155 69
I Reporting															
01 Statutory Reporting	2 00	1,382 00											2 00	1,382 00	691 00
04 Reporting to Creditors			7 75	3,070 50	4 25	1,231 25					2 00	154 00	14 00	4,455 75	318 27
	2 00	1,382 00	7 75	3,070 50	4 25	1,231 25					2 00	154 00	16 00	5,837 75	364 86
J Distribution & Closure															
			10 50	4,263 00	5 30	1,631 90	0 10	19 20	1 70	158 35	33 95	2,771 10	29 55	6,479 35	218 11

The current charge out rates per hour of staff within my firm who may have been involved in working on the Liquidation are as follows

GRADE	£	Previous Year
Partner	587 691	658
Director	406	387
Senior Manager	345 367	345
Manager	259 293	279
Assistant Manager	210	210
Senior Executive	197	197
Executive	145 218	71 158
Cashiers	181 192	181-192
Other Staff	81	71

1 Introduction

- 1.1 When a company goes into liquidation the costs of the proceedings are paid out of its assets. The creditors, who hope to recover some of their debts out of the assets, therefore have a direct interest in the level of costs, and in particular the remuneration of the insolvency practitioner appointed to act as liquidator. The insolvency legislation recognises this interest by providing mechanisms for creditors to fix the basis of the liquidator's fees. This guide is intended to help creditors be aware of their rights to approve and monitor fees, explains the basis on which fees are fixed and how creditors can seek information about expenses incurred by the liquidator and challenge those they consider to be excessive.

2 Liquidation procedure

- 2.1 Liquidation (or 'winding up') is the most common type of corporate insolvency procedure. Liquidation is the formal winding up of a company's affairs entailing the realisation of its assets and the distribution of the proceeds in a prescribed order of priority. Liquidation may be either voluntary, when it is instituted by resolution of the shareholders, or compulsory, when it is instituted by order of the court.
- 2.2 Voluntary liquidation is the more common of the two. An insolvent voluntary liquidation is called a creditors' voluntary liquidation (often abbreviated to 'CVL'). In this type of liquidation an insolvency practitioner acts as liquidator throughout and the creditors can vote on the appointment of the liquidator at the first meeting of creditors.
- 2.3 In a compulsory liquidation on the other hand, the function of liquidator is, in most cases, initially performed not by an insolvency practitioner but by an official called the official receiver. The official receiver is an officer of the court and an official belonging to The Insolvency Service. In most compulsory liquidations, the official receiver becomes liquidator immediately on the making of the winding-up order. Where there are significant assets an insolvency practitioner will usually be appointed to act as liquidator in place of the official receiver, either at a meeting of creditors convened for the purpose or directly by The Insolvency Service on behalf of the Secretary of State. Where an insolvency practitioner is not appointed the official receiver remains liquidator.
- 2.4 Where a compulsory liquidation follows immediately on an administration the court may appoint the former administrator to act as liquidator. In such cases the official receiver does not become liquidator. An administrator may also subsequently act as liquidator in a CVL.

3 The liquidation committee

- 3.1 In a liquidation (whether voluntary or compulsory) the creditors have the right to appoint a committee called the liquidation committee, with a minimum of 3 and a maximum of 5 members, to monitor the conduct of the liquidation and approve the liquidator's fees. The committee is usually established at the creditors' meeting which appoints the liquidator, but in cases where a liquidation follows immediately on an administration any committee established for the purposes of the administration will continue in being as the liquidation committee.
- 3.2 The liquidator must call the first meeting of the committee within 6 weeks of its establishment (or his appointment if that is later), and subsequent meetings must be held either at specified dates agreed by the committee, or when requested by a member of the committee, or when the liquidator decides he needs to hold one. The liquidator is required to report to the committee at least every 6 months on the progress of the liquidation, unless the committee directs otherwise. This provides an opportunity for the committee to monitor and discuss the progress of the insolvency and the level of the liquidator's fees.

4 Fixing the liquidator's remuneration

- 4.1 The basis for fixing the liquidator's remuneration is set out in Rules 4.127 - 4.127B of the Insolvency Rules 1986.

The Rules state that the remuneration shall be fixed

- as a percentage of the value of the assets which are realised or distributed or both,
- by reference to the time properly given by the liquidator and his staff in attending to matters arising in the liquidation, or
- as a set amount

Any combination of these bases may be used to fix the remuneration, and different bases may be used for different things done by the liquidator. Where the remuneration is fixed as a percentage, different percentages may be used for different things done by the liquidator.

It is for the liquidation committee (if there is one) to determine on which of these bases, or combination of bases, the remuneration is to be fixed. Where it is fixed as a percentage, it is for the committee to determine the percentage or percentages to be applied. Rule 4.127 says that in arriving at its decision the committee shall have regard to the following matters:

- the complexity (or otherwise) of the case,
- any responsibility of an exceptional kind or degree which falls on the liquidator in connection with the insolvency,
- the effectiveness with which the liquidator appears to be carrying out, or to have carried out, his duties,
- the value and nature of the assets which the liquidator has to deal with.

4.2 If there is no liquidation committee, or the committee does not make the requisite determination, the liquidator's remuneration may be fixed by a resolution of a meeting of creditors. The creditors take account of the same matters as apply in the case of the committee. A resolution specifying the terms on which the liquidator is to be remunerated may be taken at the meeting which appoints the liquidator.

4.3 If the remuneration is not fixed as above, it will be fixed in one of the following ways. In a CVL, it will be fixed by the court on application by the liquidator, but the liquidator may not make such an application unless he has first tried to get his remuneration fixed by the committee or creditors as described above, and in any case not later than 18 months after his appointment. In a compulsory liquidation, it will be in accordance with a scale set out in the Rules.

4.4 Where the liquidation follows directly on from an administration in which the liquidator had acted as administrator, the basis of remuneration fixed in the administration continues to apply in the liquidation (subject to paragraph 8 below).

5 Review of remuneration

Where there has been a material and substantial change in circumstances since the basis of the liquidator's remuneration was fixed, the liquidator may request that it be changed. The request must be made to the same body as initially approved the remuneration, and the same rules apply as to the original approval.

6 What information should be provided by the liquidator?

6.1 When fixing bases of remuneration

6.1.1 When seeking agreement for the basis or bases of remuneration, the liquidator should provide sufficient supporting information to enable the committee or the creditors to make an informed judgement as to whether the basis sought is appropriate having regard to all the circumstances of the case. The nature and extent of the information provided will depend on the stage during the conduct of the case at which approval is being sought. The appendix to this guide sets out a suggested format for the provision of information.

6.1.2 If any part of the remuneration is sought on a time costs basis, the liquidator should provide details of the minimum time units used and current charge-out rates, split by grades of staff, of those people who have been or who are likely to be involved in the time costs aspects of the case.

6.1.3 The liquidator should also provide details and the cost of any work that has been or is intended to be sub-contracted out that could otherwise be carried out by the liquidator or his or her staff.

6.1.4 If work has already been carried out, the liquidator should state the proposed charge for the period to date and provide an explanation of what has been achieved in the period and how it was achieved, sufficient to enable the progress of the case to be assessed and whether the proposed charge is reasonable in the circumstances of the case. Where the proposed charge is calculated on a time costs basis, the liquidator should disclose the time spent and the average charge-out rates, in larger cases split by grades of staff and analysed by appropriate activity. The liquidator should also provide details and the cost of any work that has been sub-contracted out that could otherwise be carried out by the liquidator or his or her staff.

6.2 After the bases of remuneration have been fixed

The liquidator is required to send progress reports to creditors at specified intervals (see paragraph 7.1 below). When reporting periodically to creditors, in addition to the matters specified in paragraph 7.1, the liquidator should provide an explanation of what has been achieved in the period under review and how it was achieved, sufficient to enable the progress of the case to be assessed. Creditors should be able to understand whether the remuneration charged is reasonable in the circumstances of the case (whilst recognising that the liquidator must fulfil certain statutory obligations and regulatory requirements that might be perceived as bringing no added value for the estate). Where any remuneration is on a time costs basis, the liquidator should disclose the charge in respect of the period, the time spent and the average charge-out rates, in larger cases split by grades of staff and analysed by appropriate activity. If there have been any changes to the charge-out rates during the period under review, rates should be disclosed by grades of staff, split by the periods applicable. The liquidator should also provide details and the cost of any work that has been sub-contracted out that could otherwise be carried out by the liquidator or his or her staff.

6.3 Disbursements and other expenses

6.3.1 Costs met by and reimbursed to the liquidator in connection with the liquidation should be appropriate and reasonable. Such costs will fall into two categories:

- **Category 1 disbursements** These are costs where there is specific expenditure directly referable both to the liquidation and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses, and equivalent costs reimbursed to the liquidator or his or her staff.
- **Category 2 disbursements** These are costs that are directly referable to the liquidation but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the liquidation on a proper and reasonable basis, for example, business mileage.

Category 1 disbursements can be drawn without prior approval, although the liquidator should be prepared to disclose information about them in the same way as any other expenses. Category 2 disbursements may be drawn if they have been approved in the same manner as the liquidator's remuneration. When seeking approval, the liquidator should explain, for each category of expense, the basis on which the charge is being made.

6.3.2 The following are not permissible:

- a charge calculated as a percentage of remuneration,
- an administration fee or charge additional to the liquidator's remuneration,
- recovery of basic overhead costs such as office and equipment rental, depreciation and finance charges.

6.4 Realisations for secured creditors

Where the liquidator realises an asset on behalf of a secured creditor and receives remuneration out of the proceeds (see paragraph 11.1 below), he should disclose the amount of that remuneration to the committee (if there is one), to any meeting of creditors convened for the purpose of determining his fees, and in any reports he sends to creditors.

7 Progress reports and requests for further information

7.1 The liquidator is required to send annual progress reports to creditors. The reports must include:

- details of the basis fixed for the remuneration of the liquidator (or if not fixed at the date of the report, the steps taken during the period of the report to fix it),
- if the basis has been fixed, the remuneration charged during the period of the report, irrespective of whether it was actually paid during that period (except where it is fixed as a set amount, in which case it may be shown as that amount without any apportionment for the period of the report),
- if the report is the first to be made after the basis has been fixed, the remuneration charged during the periods covered by the previous reports, together with a description of the work done during those periods, irrespective of

- whether payment was actually made during the period of the report,
- a statement of the expenses incurred by the liquidator during the period of the report, irrespective of whether payment was actually made during that period,
- a statement of the creditors' rights to request further information, as explained in paragraph 7.2, and their right to challenge the liquidator's remuneration and expenses

7.2 Within 21 days of receipt of a progress report (or 7 business days where the report has been prepared for the purposes of a meeting to receive the liquidator's resignation) a creditor may request the liquidator to provide further information about the remuneration and expenses set out in the report. A request must be in writing, and may be made either by a secured creditor, or by an unsecured creditor with the concurrence of at least 5% in value of unsecured creditors (including himself) or the permission of the court.

7.3 The liquidator must provide the requested information within 14 days, unless he considers that

- the time and cost involved in preparing the information would be excessive, or
- disclosure would be prejudicial to the conduct of the liquidation or might be expected to lead to violence against any person, or
- the liquidator is subject to an obligation of confidentiality in relation to the information requested,

in which case he must give the reasons for not providing the information.

Any creditor may apply to the court within 21 days of the liquidator's refusal to provide the requested information, or the expiry of the 14 days time limit for the provision of the information.

8 Provision of information - additional requirements

The liquidator must provide certain information about the time spent on the case, free of charge, upon request by any creditor, director or shareholder of the company. The information which must be provided is -

- the total number of hours spent on the case by the liquidator or staff assigned to the case,
- for each grade of staff, the average hourly rate at which they are charged out;
- the number of hours spent by each grade of staff in the relevant period.

The period for which the information must be provided is the period from appointment to the end of the most recent period of six months reckoned from the date of the liquidator's appointment, or where he has vacated office, the date that he vacated office.

The information must be provided within 28 days of receipt of the request by the liquidator, and requests must be made within two years from vacation of office.

9 What if a creditor is dissatisfied?

9.1 Except in cases where there is a liquidation committee it is the creditors as a body who have authority to approve the liquidator's fees. To enable them to carry out this function they may require the liquidator to call a creditors' meeting. In order to do this at least ten per cent in value of the creditors must concur with the request, which must be made to the liquidator in writing.

9.2 If a creditor believes that the liquidator's remuneration is too high, the basis is inappropriate, or the expenses incurred by the liquidator are in all the circumstances excessive he may, provided certain conditions are met, apply to the court.

9.3 Application may be made to the court by any secured creditor, or by any unsecured creditor provided at least 10 per cent in value of unsecured creditors (including himself) agree, or he has the permission of the court. Any such application must be made within 8 weeks of the applicant receiving the liquidator's progress report in which the charging of the remuneration or incurring of the expenses in question is first reported (see paragraph 7.1 above). If the court does not dismiss the application (which it may if it considers that insufficient cause is shown) the applicant must give the liquidator a copy of the application and supporting evidence at least 14 days before the hearing.

9.4 If the court considers the application well founded, it may order that the remuneration be reduced, the basis be changed, or the expenses be disallowed or repaid. Unless the court orders otherwise, the costs of the application must be paid by the applicant and not out of the assets of the insolvent company.

10 What if the liquidator is dissatisfied?

If the liquidator considers that the remuneration fixed by the liquidation committee, or in the preceding administration, is insufficient or that the basis used to fix it is inappropriate he may request that the amount or rate be increased, or the basis changed, by resolution of the creditors. If he considers that the remuneration fixed by the liquidation committee, the creditors, in the preceding administration or in accordance with the statutory scale is insufficient, or that the basis used to fix it is inappropriate, he may apply to the court for the amount or rate to be increased or the basis changed. If he decides to apply to the court he must give at least 14 days' notice to the members of the committee and the committee may nominate one or more of its members to appear or be represented at the court hearing. If there is no committee, the liquidator's notice of his application must be sent to such of the creditors as the court may direct, and they may nominate one or more of their number to appear or be represented. The court may order the costs to be paid out of the assets.

11 Other matters relating to remuneration

- 11 1 Where the liquidator realises assets on behalf of a secured creditor he is entitled to be remunerated out of the proceeds of sale in accordance with a scale set out in the Rules. Usually, however, the liquidator will agree the basis of his fee for dealing with charged assets with the secured creditor concerned.
- 11 2 Where two (or more) joint liquidators are appointed it is for them to agree between themselves how the remuneration payable should be apportioned. Any dispute between them may be referred to the court, the committee or a meeting of creditors.
- 11 3 If the appointed liquidator is a solicitor and employs his own firm to act in the insolvency, profit costs may not be paid unless authorised by the committee, the creditors or the court.
- 11 4 If a new liquidator is appointed in place of another, any determination, resolution or court order which was in effect immediately before the replacement continues to have effect in relation to the remuneration of the new liquidator until a further determination, resolution or court order is made.
- 11 5 Where the basis of the remuneration is a set amount, and the liquidator ceases to act before the time has elapsed or the work has been completed for which the amount was set, application may be made for a determination of the amount that should be paid to the outgoing liquidator. The application must be made to the same body as approved the remuneration. Where the outgoing liquidator and the incoming liquidator are from the same firm, they will usually agree the apportionment between them.
- 11 6 There may also be occasions when creditors will agree to make funds available themselves to pay for the liquidator to carry out tasks which cannot be paid for out of the assets, either because they are deficient or because it is uncertain whether the work undertaken will result in any benefit to creditors. Arrangements of this kind are sometimes made to fund litigation or investigations into the affairs of the insolvent company. Any arrangements of this nature will be a matter for agreement between the liquidator and the creditors concerned and will not be subject to the statutory rules relating to remuneration.

12 Effective date

This guide applies where a company goes into liquidation on or after 1 November 2011

Appendix

Suggested format for the provision of information Professional guidance issued to insolvency practitioners sets out the following suggested format for the provision of information when seeking approval of remuneration. However, the level of disclosure suggested below may not be appropriate in all cases, and will be subject to considerations of proportionality. In larger or more complex cases the circumstances of each case may dictate the information provided and its format. Narrative overview of the case In all cases, reports on remuneration should provide a narrative overview of the case. Matters relevant to an overview are:

- the complexity of the case,
- any exceptional responsibility falling on the liquidator,
- the liquidator's effectiveness,
- the value and nature of the property in question.

The information provided will depend upon the basis or bases being sought or reported upon, and the stage at which it is being provided. An overview might include:

- an explanation of the nature, and the liquidator's own initial assessment, of the assignment (including the anticipated return to creditors) and the outcome (if known),
- initial views on how the assignment was to be handled, including decisions on staffing or subcontracting and the appointment of advisers,
- any significant aspects of the case, particularly those that affect the remuneration and cost expended,
- the reasons for subsequent changes in strategy,
- the steps taken to establish the views of creditors, particularly in relation to agreeing the strategy for the assignment, budgeting, and fee drawing,
- any existing agreement about remuneration;
- details of how other professionals, including subcontractors, were chosen, how they were contracted to be paid, and what steps have been taken to review their fees,
- in a larger case, particularly if it involved trading, considerations about staffing and managing the assignment and how strategy was set and reviewed,
- details of work undertaken during the period,
- any additional value brought to the estate during the period, for which the liquidator wishes to claim increased remuneration.

Time cost basis

Where any part of the remuneration is or is proposed to be calculated on a time costs basis, requests for and reports on remuneration should provide:

- An explanation of the liquidator's time charging policy, clearly stating the units of time that have been used, the grades of staff and rates that have been charged to the assignment, and the policy for recovering the cost of support staff. There is an expectation that time will be recorded in units of not greater than 6 minutes.
- A description of work carried out, which might include
 - details of work undertaken during the period, related to the table of time spent for the period,
 - an explanation of the grades of staff used to undertake the different tasks carried out and the reasons why it was appropriate for those grades to be used,
 - any comments on any figures in the summary of time spent accompanying the request the liquidator wishes to make.
- Time spent and charge-out summaries, in an appropriate format.

It is useful to provide time spent and charge-out value information in a tabular form for each of the time periods reported upon, with work classified (and sub-divided) in a way relevant to the circumstances of the case.

The following areas of activity are suggested as a basis for the analysis of time spent:

- Administration and planning
- Investigations
- Realisation of assets
- Trading
- Creditors
- Any other case-specific matters

The following categories are suggested as a basis for analysis by grade of staff.

- Partner
- Manager
- Other senior professionals
- Assistants and support staff

The level of disclosure suggested above will not be appropriate in all cases, and considerations of proportionality will apply

- where cumulative time costs are, and are expected to be, less than £10,000 the liquidator should, as a minimum, state the number of hours and average rate per hour and explaining unusual features of the case,
- where cumulative time costs are, or are expected to be, between £10,000 and £50,000, a time and charge-out summary similar to that shown above will usually provide the appropriate level of detail (subject to the explanation of any unusual features),
- where cumulative time costs exceed, or are expected to exceed, £50,000, further and more detailed analysis or explanation will be warranted