

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

THURSDAY



A30 \*A86LB69M\* #24  
30/05/2019  
COMPANIES HOUSE

please  
t  
use

### 1 Company details

Company number 0 5 2 5 0 0 0 4

Company name in full Smartsell Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Isobel

Surname Brett

### 3 Liquidator's address

Building name/number 21 Highfield Road

Street

Post town Dartford

County/Region Kent

Postcode D A 1 2 J S

Country

### 4 Liquidator's name

Full forename(s)

Surname

#### Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address

Building name/number

Street

Post town

County/Region

Postcode

Country

#### Other liquidator

Use this section to tell us about  
another liquidator

# LIQ03

## Notice of progress report in voluntary winding up


### 6 Period of progress report

From date	0	5	0	4	2	0	1	8
To date	0	4	0	4	2	0	1	9

### 7 Progress report

☒ The progress report is attached

### 8 Sign and date

Liquidator's signature	Signature	
		
	X	X
Signature date	<sup>d</sup> 28 <sup>d</sup> 05 <sup>m</sup> 20 <sup>y</sup> 20 <sup>y</sup> 19	

# 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.

Isobel Susan Brett

Bretts Business Recovery Limited

21 Highfield Road

Dartford

Kent

Postcode

D

A

1

2

J

S

DX

01474 532862



### 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)

**SMARTSELL LIMITED IN CREDITORS VOLUNTARY LIQUIDATION**

**Annual Progress Report**

**Period 5 April 2018 to 4 April 2019**

**("The Review Period")**

## **Content**

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3. Detailed list of work undertaken in the period
4. Time cost information for period 5 April 2018 to 4 April 2019 and for the whole period of appointment
5. Time costs summary for period, cumulative & comparison with estimate
6. Expenses summary for period, cumulative & comparison with estimate
7. Notice of Intention to Declare a Dividend
8. Proof of Debt Form

## 1. INTRODUCTION

I am now in a position to provide my second annual progress report to creditors in respect of this liquidation.

The purpose of this report is to detail the acts and dealings of the Liquidator and summarises the progress of the liquidation during the period 5 April 2018 to 4 April 2019. This report should be read in conjunction with my previous report to creditors following my appointment.

## 2. 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
Stock	10,000.00	10,000.00	Nil	10,000.00
Book Debts & Prepayments	58,726.00	43,260.87	Nil	43,260.87
Insurance Refund	Nil	11.88	Nil	11.88
Bank Interest Gross	Nil	188.61	30.00	218.61
Office Furniture & Equipment	713.00	681.00	Nil	681.00
Motor Vehicles	Nil	Nil	Nil	Nil
<b>Total</b>	<b>69,439.00</b>	<b>54,142.36</b>	<b>30.00</b>	<b>54,172.36</b>

### Dividend prospects

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

### Summary of key issues outstanding

- Agreement of Pension arrears
- Distribution to Preferential creditors
- Calculation of prescribed part available for unsecured creditors
- Final distribution of available balances to floating charge holder and unsecured creditors from the prescribed part funds.

### Closure

Based on current information, it is anticipated that the liquidation will be concluded within the next 5 months.

### **3. ADMINISTRATION AND PLANNING**

#### **Statutory information**

Statutory information may be found at Appendix I.

The Liquidator is required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix 3.

The Liquidator has met her statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated. During the Review Period, the following key documents have been issued:

- This progress report;

#### **Other administration tasks**

During the Review Period, the following material tasks in this category were carried out:

- Case reviews;
- Bank reconciliations;
- Reviewing Specific Bond requirements;
- VAT and Corporation Tax returns.

### **4. ENQUIRES AND INVESTIGATIONS**

As previously advised, I conducted an investigation into the company's affairs in accordance with my statutory duty and established that there were no matters that justified further investigation in the circumstances of this appointment.

I would also confirm that my report on the conduct of any individuals, who have been directors of the Company in the three years prior to the insolvency, was submitted to the Secretary of State within the statutory timescale following my appointment.

### **5. RECEIPTS AND PAYMENTS ACCOUNT**

The payments shown on the summary of Receipts and Payments account at Appendix 2 are in the main self-explanatory.

Estate funds have been banked in a designated interest bearing client account with Lloyds Bank Plc.

During the period covered by this report gross bank interest of £123.40 has been received.

### **6. REALISATION OF ASSETS**

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix 3. The Liquidator 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

During the period under review the following assets have been realised.

## Book Debts

As previously advised the realisable value attributed to the Company's book debts was £58,726 after providing in full for prepayments. In the previous period £42,250 had been realised. A further £14,310 was paid into the Company's Bank account immediately prior to the Liquidation and these funds were retained by the Bank who hold a debenture over the Company's assets.

During the period under review a £741.15 has been received. The remaining outstanding book debts total £427.18 which is spread across 5 debtors. I will be taking no further action in regards to these debts as I do not consider they are cost effective to pursue.

The executive summary at section 2 above provides details of assets realised to date and you should refer to my previous report for a full narrative.

Asset realisations are now complete.

## 7. CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Liquidator has had to carry out key tasks which are detailed in the list at Appendix 3. The following sections explain the anticipated outcomes to creditors and any distributions paid.

### Secured creditors

The Company had granted the following security: -

Type of charge	Date created	Beneficiary
Fixed & Floating	30/09/2010	HSBC
Pledged/Leased	26/05/2016	Mitsubishi Finance

The debt due to Mitsubishi Finance related to a lease purchase agreement in respect of one vehicle. As previously reported the vehicle was returned to Mitsubishi and I await details of their final unsecured claim in the liquidation.

The debt due to HSBC Bank plc at the date of appointment was made up of an outstanding loan and overdraft facility totalling £44,972. My solicitors have confirmed that the Bank's security is valid.

As reported above, the total sum of £14,310 was credited to the Company's account prior to liquidation and has been applied to reduce the overdraft liability. I confirm that the Bank has advised that there is a balance owing of £30,239.36.

Subject to the final liquidation costs and the final preferential claims in the liquidation, I anticipate that funds will be available to return to the Bank under the floating charge element of their debenture and I will report further on this aspect in early course.

### Preferential creditors

#### Employee claims

Four employees were made redundant prior to liquidation. The relevant information for employees to submit claims has been made to the Redundancy Payments Office and information and help has been given to employees to enable them to submit their claims online.

The employee's preferential holiday pay claims have been agreed at £2,463.23, of which £1,848.22 relates to payments made by the Redundancy Payments Office and £615.01 in respect of balancing claims over the statutory limited payable to two employees.

There is a potential claim for arrears of pension contributions estimated at £392.50 and I am awaiting confirmation from the Pension provider as to the actual quantum of these arrears, which will also rank as a preferential claim

There are sufficient funds available to fully settle all preferential liabilities and a dividend will be declared shortly.

#### **Unsecured creditors**

Unsecured creditors' claims were estimated at £121,024 which included significant claims for redundancy and notice at £47,152 due to long serving employees and amounts due to the Company's director at £20,596. Trade and expense creditors were estimated at £31,461.

To date, I have agreed claims totalling £108,372. I am awaiting claims from 6 creditors estimated at £5,020 as well as the final unsecured claim from Mitsubishi Finance.

#### **Dividend prospects**

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 granted a fixed and floating charge to HSBC Bank plc on 30 September 2010 and based on present information it is estimated that, after allowing for costs and preferential claims, the value of the Company's net property will be of the order of £14,761 and this means that the prescribed part available for distribution to the unsecured creditors should be of the order of £5,956.

Enclosed at Appendix 7 is a Notice of Intention to Declare a Dividend. Any creditor who has not submitted their claim should do so now by completing the Proof of Debt attached at Appendix 8.

### **8. FEES AND EXPENSES**

#### **Pre-Appointment Costs**

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

The creditors authorised the fee of £5,000 plus VAT and disbursements for assisting the director in calling the relevant meetings and with preparing the Statement of Affairs on 5 April 2017.

The fee for assisting with the Statement of Affairs and meetings, plus disbursements was paid from first realisations on appointment and is shown on the enclosed receipts and payments account.

#### **The Liquidator's fees**

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

The basis of the Liquidator fees was approved by creditors on 20 July 2018 in accordance with the following resolution:

"That the basis of the Liquidator's fees be fixed by reference to the time given by the Liquidator and her staff in attending to matters arising in the Liquidation as set out in the fees estimate to a maximum sum of £26,271.50, such time to be charged at the prevailing standard hourly charge out rates used by Bretts Business Recovery at the time the work is performed".

The time costs for the period 5 April 2018 to 4 April 2019 total £10,413 representing 40.40 hours at an average hourly rate of £257.75. The total time costs during the whole period of appointment

amount to £26,269.50 representing 99.20 hours at an average hourly rate of £264.81. A breakdown of these costs are shown at Appendix 4 and a comparison between the original estimate and time costs to date is given at Appendix 5.

To date fees totalling £ 22,500 have been drawn.

### **Disbursements**

The disbursements that have been incurred and not yet paid during the period are detailed on Appendix 6. Also included in Appendix 6 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 in the period 5 April 2018 to 4 April 2019 total £290.33 of which £250.43 were incurred in the previous period but remained unpaid. Detailed at Appendix 6 are the disbursements incurred in the current period and represent the simple reimbursement of actual out of pocket payments made in relation to the assignment.

The category 2 disbursements paid in the period 5 April 2018 to 4 April 2019 total £152.70 of which £62.70 were incurred in the previous period but were not drawn. As these category of disbursements may include an element of overhead charges a specific resolution had to be sought from creditors before they could be paid. The requisite resolution to draw category 2 disbursements was passed by a creditors decision procedure on 20 July 2018. The basis of calculation of this category of disbursements was disclosed to creditors prior to the resolution being passed and is also detailed at Appendix 6.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and disbursement policy may be found at <http://www.brettsbr.co.uk/cglf>. There are different versions of these guidance notes and in this case, please refer to the version effective from 1 April 2017. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

### **Other professional costs**

#### **Solicitors**

Hillyer McKeown, solicitors were instructed to review and confirm the validity of the security held by HSBC Bank plc. Their costs were agreed on a fixed fee basis at £1,000 plus VAT and have been paid in full.

#### **Agents and valuers**

GJ Wisdom & Co were instructed as agents and valuers in relation to the Company's stock and office furniture and equipment assets. Their costs were agreed on the basis of their standard sales commission rate at 10% and on a time-cost basis in respect of their work undertaken on site in connection with the stock. Their fees totalling £2,945 and have been paid in full.

## **9. 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 Liquidator's 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 Liquidator's 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.

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

I confirm that the Company's centre of main interest is in the UK. Accordingly the Council Regulations (EC) No 1346/2000 of 29 May 2000 on insolvency proceedings will apply which is replaced and superseded by Regulation (EU) 2015/848 of the European Parliament and of the Council of 20 May 2015 on insolvency proceedings. The EU Insolvency Regulation (EC/1346/2000) will continue to govern insolvency proceedings that are opened in the EU before 26 June 2017.

**11. CONCLUSION**

The administration of the case will be continuing to finalise the outstanding matters detailed at section 2 above.

As an Insolvency Practitioner, when carrying out all professional work relating to an insolvency appointment, I am bound by the Insolvency Code of Ethics, as well as by the regulations of my professional body. More details about these matters, Provision of Services Regulations and general information about Bretts Business Recovery Limited that is of relevance to creditors can be found at <http://www.brettsbr.co.uk/insolvency-rules/servicesregulations/>.

The General Data Protection Regulation requires that individuals whose data is being held be provided with information about their rights. A privacy notice is available at <http://www.brettsbr.co.uk/privacy-policy/>.

If you require any further information, please contact Sue Skudder at this office



**Isobel Susan Brett**  
**Liquidator**

## **APPENDIX I**

### **Statutory Information**

Company Name	Smartsell Limited
Former Trading Name	Distributed Technology
Company Number	05250004
Registered Office	21 Highfield Road, Dartford, Kent, DA1 2JS
Former Registered Office	Grosvenor Lodge, 72 Grosvenor Road, Tunbridge Wells, Kent TN1 2AZ
Officeholder	Isobel Susan Brett
Officeholder's address	21 Highfield Road, Dartford, Kent, DA1 2JS
Date of appointment	5 April 2017
Changes to Officeholder	None

## APPENDIX 2

### Smartsell Limited T/A Distributed Technology - In Creditors Voluntary Liquidation Liquidator's Abstract of Receipts & Payments

From 05 April 2018 To 04 April 2019

S of A £		From 05/04/18 To 04/04/19	From 05/04/17 To 04/04/19
<b>FIXED CHARGE REALISATIONS</b>			
NIL	Intellectual Property	NIL	NIL
23,000.00	Motor Vehicles	NIL	NIL
23,000.00		NIL	NIL
<b>FIXED CHARGE CREDITORS</b>			
(44,972.00)	HSBC Bank plc	NIL	NIL
(23,000.00)	Mitsubishi Finance	NIL	NIL
(67,972.00)		NIL	NIL
<b>ASSET REALISATIONS</b>			
10,000.00	Stock	NIL	10,000.00
58,726.00	Book Debts & Prepayments	741.15	43,260.87
	Insurance Refund	NIL	11.88
	Bank Interest Gross	123.40	188.61
712.50	Office Furniture & Equipment	NIL	681.00
69,438.50		864.55	54,142.36
<b>COST OF REALISATIONS</b>			
( )	Statement of Affairs Fee	NIL	(5,208.36)
( )	Office Holders Fees	(22,500.00)	(22,500.00)
( )	Office Holders Expenses	(443.03)	(955.37)
( )	Agents/Valuers Fees (1)	NIL	(2,945.00)
( )	Legal Fees	NIL	(1,000.00)
( )	Corporation Tax	(12.35)	(12.35)
(110.00)	Case Management Fee	NIL	NIL
(110.00)		(22,955.38)	(32,621.08)
<b>PREFERENTIAL CREDITORS</b>			
	Redundancy Payments Office	NIL	NIL
(2,949.50)	Trade Creditor	NIL	NIL
(2,949.50)		NIL	NIL
<b>FLOATING CHARGE CREDITORS</b>			
(44,972.00)	HSBC Bank plc	NIL	NIL
(44,972.00)		NIL	NIL
<b>UNSECURED CREDITORS</b>			
(16,629.93)	HM Revenue & Customs	NIL	NIL
	Redundancy Payments Office	NIL	NIL
(127,394.78)	Trade Creditor	NIL	NIL
(144,024.71)		NIL	NIL
(54,645.71)		(22,090.83)	21,521.28

#### REPRESENTED BY

Vat Control Account  
Z2700 Smartsell Ltd

NIL  
21,521.28

## APPENDIX 3

### Detailed list of work undertaken for Smartsell Limited in Creditors' Voluntary Liquidation for the review period 5 April 2018 to 4 April 2019

Below is detailed information about the tasks undertaken by the Liquidator.

General Description	Includes
<b>Statutory and General Administration</b>	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Quarterly VAT returns Bonding the case for the value of the assets
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Requesting bank statements Bank account reconciliations 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 to consider practical, technical and legal aspects of the case
Pension scheme	Identifying pension scheme Enquires into possible arrears
Reports	Preparing annual progress report, investigation, meeting and general reports to creditors
Creditors Decision Procedure	Preparation of decision notices – Vote by Correspondence and voting forms Collate and examine proofs and votes to decide on resolutions Preparation of Outcome of Vote by Correspondence and Record of Decision
Realisation of Assets	
Debtors	Correspondence with debtors and receiving debtor monies
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
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

## APPENDIX 4

### SMARTSELL LIMITED IN CREDITORS VOLUNTARY LIQUIDATION TIME COST ANALYSIS

A general analysis of time charged confirms that work has been carried out in the following areas:-

#### FOR THE PERIOD 5 APRIL 2018 TO 4 APRIL 2019

	Partner	Manager	Senior Admin/Other professionals	Administrators/Support	Total Time	Time Costs Incurred (£)	Average PH (£)
Admin & Planning	1.20	18.90	0.80	4.40	25.30	6,735.50	266.23
Investigations	0.00	0.00	0.00	0.00	0.00	-	-
Realisation of Assets	0.00	4.60	0.00	0.00	4.60	1,357.00	295.00
Creditors	0.00	3.10	7.40	0.00	10.50	2,320.50	221.00
Other Insolvency	0.00	0.00	0.00	0.00	0.00	-	-
<b>Total</b>	<b>1.20</b>	<b>26.60</b>	<b>8.20</b>	<b>4.40</b>	<b>40.40</b>	<b>10,413.00</b>	<b>257.75</b>

#### AND FOR THE TOTAL PERIOD FROM 5 APRIL 2017 TO 4 APRIL 2019

	Partner	Manager	Senior Admin/Other professionals	Administrators/Support	Total Time	Time Costs Incurred (£)	Average PH (£)
Admin & Planning	2.10	21.50	1.40	13.90	38.90	9,208.00	236.71
Investigations	1.00	6.70	0.00	0.00	7.70	2,321.50	301.49
Realisation of Assets	0.00	28.40	0.00	0.00	28.40	8,378.00	295.00
Creditors	0.00	16.80	7.40	0.00	24.20	6,362.00	262.89
Other Insolvency	0.00	0.00	0.00	0.00	0.00	-	-
<b>Total</b>	<b>3.10</b>	<b>73.40</b>	<b>8.80</b>	<b>13.90</b>	<b>99.20</b>	<b>26,269.50</b>	<b>264.81</b>

#### STAFF CHARGE-OUT RATES

Unless they are otherwise fixed in accordance with the Insolvency Act 1986, an Offices Holders fees are charged by reference to time costs, as incurred, charged at the firms usual rates applicable at the time the work is carried out. Rates may be varied from time to time, at the sole discretion of Bretts Business Recovery Limited and such changes will be notified in retrospect with each report to Creditors. Staff time is charged in units of six minutes and as from 1st January 2012 the maximum rates applicable are:

Grade of staff	Charge-out rate per hour, effective from		
	1st December 2012 (£)	1st January 2016 (£)	1st January 2017 (£)
Partner	300	325	345
Senior manager	250	275	295
Manager	225	250	265
Senior Administrator (grade	200	220	235
Administrator (grade 1)	175	190	200
Administrator (grade 2)	150	175	190
Administrator (grade 3)	125	140	150
Administrator (grade 3)	90	110	120

## APPENDIX 5

### Time costs summary for period, cumulative & comparison with estimate for Smartsell Limited in CREDITORS VOLUNTARY LIQUIDATION

Work category	Fees estimate for total period of Liquidation			Actual time costs incurred during the Review Period			Total time costs incurred to date		
	Number of hours	Blended hourly rate £ per hour	Total fees £	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)	46.90	225.97	10,598.00	25.30	266.23				
Realisation of assets	29.50	296.69	8,752.50	4.60	295.00	6,735.50	38.90	236.71	9,208.00
Creditors (claims and distribution)	23.60	189.81	4,479.50	10.50	221.00	1,357.00	28.40	295.00	8,378.00
Investigations	8.70	280.63	2,441.50	0	0.00	2,320.50	24.20	262.89	6,362.00
						0.00	7.70	301.49	2,321.50

## APPENDIX 6

### Expenses summary for period, cumulative & comparison with estimate for Smartsell Limited in Creditors' Voluntary Liquidation

Below are details of the Liquidator's expenses for the period under review and the total to date

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Total expenses incurred and paid to date	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
<b>Category 1 Expenses</b>				
Legal Costs	1,000.00	Nil	1,000.00	
Agents' and valuers' costs	2,945.00	Nil	2,945.00	
Advertising	180.00	Nil	179.70	
Computer licence fees	230.00	Nil	230.00	
Bonding	237.00	Nil	237.00	
Storage of company books and records	250.00	Nil	73.02	
Postage	100.00	39.90	82.90	
<b>Total</b>	<b>4,942.00</b>	<b>39.90</b>	<b>4,747.62</b>	
<b>Category 2 Expenses</b>				
Stationery	125.00	90.00	152.70	
<b>Total</b>	<b>125.00</b>	<b>90.00</b>	<b>152.70</b>	

### Bretts Business Recovery Limited Expenses and Disbursements Policy

**Category 1** - expenses and disbursements relate to specific expenditure to an independent third party for which an invoice will normally be payable. Examples of such include company searches, postage, storage costs, advertising, courier costs, external room hire etc. Category 1 expenses and disbursements are recoverable in full without the need for creditor approval

**Category 2** - expenses and disbursements for which there will be no third party invoice may include shared or allocated costs. Examples of these include stationery, photocopying, faxes, room hire etc. Category 2 expenses and disbursements are recoverable in full with the approval of creditors subject to the basis of the charges being disclosed. The basis of these charges is set out below:

Photocopying	10p per sheet
Facsimile	10p per facsimile
BBR Meeting Room Hire	£100
Travel	45p per mile

## APPENDIX 7

### NOTICE OF INTENDED DIVIDEND

<b>Company Name:</b>	Smartsell Limited
<b>Company Number:</b>	05250004
<b>Former Company Name(s):</b>	
<b>Trading Name:</b>	Distributed Technology
<b>Registered Office:</b>	21 Highfield Road, Dartford, Kent, DA1 2JS
<b>Principal Trading Address:</b>	Eden House, Enterprise Way, Edenbridge, Kent, TN6 6HF

Notice is hereby given that I intend to declare a dividend to non preferential creditors within a period of two months from the last date of proving.

The distribution will be a final distribution.

The last date for receiving proofs is 4 July 2019


Proofs must be delivered by one of the methods set out below:

By post to: 21 Highfield Road, Dartford, Kent, DA1 2JS  
By fax to: 01474532863  
By email to: [sueskudder@brettsbr.co.uk](mailto:sueskudder@brettsbr.co.uk)

Please note that, if you are sending forms by post, you must ensure that you have allowed sufficient time for the forms to be delivered to the address above by the times set out below. An email is treated as delivered at 9am on the next business day after it was sent.

<b>Names of Insolvency Practitioner:</b>	Isobel Susan Brett
<b>Nature of Appointment:</b>	Liquidator
<b>Date of Appointment:</b>	5 April 2017
<b>Address of Insolvency Practitioners:</b>	21 Highfield Road, Dartford, Kent, DA1 2JS
<b>IP Numbers</b>	9643
<b>Contact Name</b>	Sue Skudder
<b>Email Address</b>	<a href="mailto:sueskudder@brettsbr.co.uk">sueskudder@brettsbr.co.uk</a>
<b>Telephone Number</b>	01474532862

28 May 2019

Signed   
Isobel Susan Brett  
Liquidator

**APPENDIX 8****Proof of Debt – General Form****Smartsell Limited**

Date of resolution for voluntary winding-up 5 April 2017

<b>DETAILS OF CLAIM</b>		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> <li>For UK companies: its registered number</li> <li>For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
4.	Total amount of claim, including any Value Added Tax, as at the date of winding-up, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£ ) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category  Amount(s) claimed as preferential £
<b>AUTHENTICATION</b>		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO