

# 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

05445000

Name of Company

Shaun Annetts Limited

I

Melissa Jackson, 66 Prescott Street, London, E1 8NN

the liquidator of the company attach a copy of my Progress Report  
under section 192 of the Insolvency Act 1986

The Progress Report covers the period from 10/10/2014 to 09/10/2015

Signed



Date

2 December 2015

Carter Backer Winter LLP  
66 Prescott Street  
London  
E1 8NN

Ref S1338/IS

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**Shaun Annetts Limited**  
**In Creditors' Voluntary Liquidation**

Liquidator's Annual Progress Report

2 December 2015

**Shaun Annetts Limited ("the Company")**  
**In Creditors' Voluntary Liquidation**

**Liquidator's Annual Progress Report to Members and Creditors**  
**For the year ending 9 October 2015**

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**Carter Backer Winter LLP**  
**66 Prescott Street**  
**London**  
**E1 8NN**

**Shaun Annetts Limited**  
**In Creditors' Voluntary Liquidation**

Liquidator's Annual Progress Report

2 December 2015

**1. STATUTORY INFORMATION**

Company Name	Shaun Annetts Limited
Registered Office	66 Prescott Street London E1 8NN
Former Registered Offices	Enterprise House 21 Buckle Street London E1 8NN <i>(Changed on 27 May 2015)</i>  The Macdonald Partnership Plc 100 Fenchurch Street London EC3M 5JD <i>(Changed on 28 April 2014)</i>  Unit 5, Horn Business Park Broadwindsor Road Beaminster Dorset DT8 3PT <i>(Changed on 21 October 2013)</i>
Registered Number	05445000
Liquidator's Name	Melissa Jackson
Liquidator's Address	66 Prescott Street London E1 8NN
Liquidator's date of Appointment	10 October 2013
Previous Reports	This report should be read in conjunction with my previous report, dated 5 December 2014

Please note, I joined CBW on 31 March 2014 as a Director of Corporate Recovery & Insolvency. As a consequence, this matter is now being administered from CBW's offices.

**2. RECEIPTS AND PAYMENTS ACCOUNT**

My Receipts & Payments Account for the period from 10 October 2014 to 9 October 2015 ("the Period") is attached at Appendix 1.

**3. ASSETS**

Assets sold prior to Appointment

Prior to the date of Liquidation, on 2 September 2013, the Company sold its business and assets to Shaun Annetts Property Services Limited, a company controlled by the directors. A valuation was undertaken by Millbank Consultants Limited ("Millbank") and the business and assets were sold for £18,000. Included in the sale were the assets comprising fixtures and fittings, stock, goodwill and motor vehicles. Millbank were to collect the sale proceeds over a three month period. To date the full sum of £18,000 has been received into the Liquidation estate.

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Goodwill

The Directors' Statement of Affairs ("SoA") included goodwill, which is subject to a fixed charge in favour of Lloyds TSB Bank Plc which was registered at Companies House on 13 March 2012. Goodwill was recorded as having a book value of £10,000 and an estimated to realise value of £500. I can confirm that the full sum of £500 has been realised.

Furniture & Equipment

The Company's furniture and equipment was detailed on the Directors' SoA as having a book value of £4,423 and an estimated to realise value of £500. I can confirm that the full sum of £500 has been realised.

Unencumbered Motor Vehicles

Motor vehicles not subject to finance had a book value of £62,486 on the Directors' SoA and were estimated to realise £14,500. I can confirm the full sum of £14,500 has been realised.

Stock

The Directors' SoA detailed that the Company held stock with a book value of £84,419 and an estimated to realise value of £1,000. Agents advised that the stock was made up of a significant amount of low value items and that stock levels had built up over the years due to over orders. Additionally, a proportion of the stock was comprised of obsolete lines.

I can confirm £2,500 has been received in relation to the purchase of the stock.

Motor Vehicles subject to Finance

Three motor vehicles with a total value of £15,600 were included in the Directors' SoA, however each of the vehicles had an estimated to realise value lower than the finance outstanding and therefore the vehicles had no realisable value.

Book Debts & Cash held by Third Party

The Directors' SoA included book debts of £31,065, of this sum £5,184 had already been collected and was held by Mark Liddle Partnership Limited. The Directors together with Millbank have been assisting with debt collections. To date, debtors of £16,650 have been recovered, of which £4,663 was recovered during this reporting period.

Director Loan Account ("DLA") and Unauthorised Dividend

The Directors' SoA included an overdrawn Director's Loan Account of £12,000. However, I have identified that the value of the overdrawn Director's Loan Account is £51,017. In addition, the sum of £12,000 is due to the Company in respect of ultra vires dividend. During the course of the Liquidation I have received £1,716 from the Directors, of which £1,666 was received during this reporting period. I am in correspondence with the Directors in respect of the outstanding debt of £61,301 due to the Company and have asked them for their settlement proposals.

Other Assets

Vehicles not Included in the Sale

As previously advised included in the valuation prepared by Millbank were three further vehicles not included in the sale and sold prior to my appointment for the sum of £2,200. I have received Millbank's account of these sale proceeds.

Rates Refund

I have received a rates refund of £354 from West Dorset District Council.

**Shaun Annetts Limited**  
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Bank Interest

Bank interest earned on funds held in the Liquidation account totals £11 04

**4. LIABILITIES**

Secured Liabilities

An examination of the Company's mortgage register held by the Registrar of Companies showed that the Company granted a fixed and floating charge over the Company's assets to Lloyds Bank Plc on 13 March 2012

Preferential Creditors

There are no preferential creditors in this Liquidation.

Crown Creditors

The Directors' SoA included the following amounts due to HM Revenue & Customs ("HMRC")

	<u>£</u>
PAYE/NI	22,142
VAT	104,901
Corporation Tax	7,940

I can confirm I have received claims from HMRC in respect of PAYE and NI of £117,946 and £133,109 in respect of VAT

Unsecured Creditors

The SoA included creditor claims with an estimated total liability of £30,100 To date I have received claims with an estimated total liability of £24,834 I have not received claims from creditors with original estimated claims in the SoA of £3,570

**5. LIQUIDATOR'S ACTIONS SINCE APPOINTMENT**

Following my appointment I have spent time reviewing the Company's asset position and clarifying the position as regards to the ultra-vires dividend paid in 2012 and the actual position in respect of the overdrawn Director's Loan Account I continued the realisation of assets and have dealt with creditor queries

**6. INVESTIGATION INTO THE AFFAIRS OF THE COMPANY**

Within six months of my appointment as Liquidator, I am required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present director would make him unfit to be concerned with the management of the company I can confirm that my report has been submitted

**7. PRE-APPOINTMENT COSTS**

The creditors previously authorised the payment of a fee of £6,000 plus VAT to Mark Liddle Partnership Limited for assistance with the SoA and producing and circulating the notices for the meetings of members and creditors prior to my appointment at a meeting held on 10 October 2013 This fee has been paid in full as is reflected in the enclosed Receipts and Payments account

# **Shaun Annetts Limited**

## **In Creditors' Voluntary Liquidation**

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### **8. LIQUIDATOR'S REMUNERATION**

My remuneration was previously authorised by creditors at a meeting held on 10 October 2014 to be drawn on a time cost basis

My time costs incurred at TMP rates to 9 October 2014 amount to £8,026, totalling 29 hours at an average charge out rate of £279

My time costs incurred at CBW rates to 9 October 2015 amount to £34,802, totalling 99 hours at an average charge out rate of £353, of which £26,341 was charged in this reporting period representing 77 hours at an average charge out rate of £344 I have drawn £20,336 to date, of which £16,971 was drawn during the Period A schedule of my time costs incurred to date is attached as Appendix 2

A description of the routine work undertaken in the Liquidation to date is as follows

- 1 Administration and Planning
  - Preparing the documentation and dealing with the formalities of appointment
  - Statutory notifications and advertising
  - Preparing documentation required
  - Dealing with all routine correspondence
  - Maintaining electronic records and case information
  - Review and storage
  - Case bordereau
  - Case planning and administration
  - Preparing reports to members and creditors
  - Convening and holding meetings of members and creditors
  - Review and storage of books and records
- 2 Cashiering
  - Maintaining and managing the Liquidator's cashbook and bank account
  - Ensuring statutory lodgements and tax lodgement obligations are met
- 3 Creditors
  - Dealing with creditor correspondence and telephone conversations
  - Preparing reports to creditors
  - Maintaining electronic creditor records
  - Reviewing and adjudicating on proofs of debt received from creditors
- 4 Investigations
  - Prepare a return pursuant to the Company Directors Disqualification Act
  - Conduct investigations into suspicious transactions
  - Review books and records to identify any transactions or actions a Liquidator may take against a third party in order to recover funds for the benefit of creditors
- 5 Realisation of Assets
  - Corresponding with debtors and attempting to collect outstanding book debts
  - Liaising with the Company's bank regarding the closure of the account

A copy of 'A Creditors' Guide to Liquidators' Fees' published by the Association of Business Recovery Professionals is available at [www.cbw.co.uk/creditor-guides](http://www.cbw.co.uk/creditor-guides) Please note that there are different versions for cases that commenced before or after 6 April 2010 and in this case you should refer to the post-April 2010 version A hard copy is available on request

### **9. LIQUIDATOR'S EXPENSES**

My expenses to 9 October 2015 amount to £1,287 (of which £622 was incurred in the period between 10 October 2014 and 9 October 2015) I have no outstanding expenses to date

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The following agents or professional advisors have been utilised in this matter

Professional Advisor	Nature of Work	Fee Arrangement
Millbank Consultants Limited	Valuer/Auctioneer	Fixed Fee
Turner Parkinson LLP	Solicitors	Time Cost Basis

The choice of professionals was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. The fees charged have been reviewed and I am satisfied that they are reasonable in the circumstances of this case.

#### **10. FURTHER INFORMATION**

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.

#### **11. DIVIDEND PROSPECTS**

I will shortly account to Lloyds Bank Plc in respect of the sale of the goodwill of the Company.

As previously advised, the Company gave a floating charge to Lloyds Bank Plc on 13 March 2012 and the prescribed part provisions will apply. These provisions allow for a prescribed part of a Company's assets to be set aside to allow a dividend to be paid to unsecured creditors.

The amount available for distribution to floating charge creditors and unsecured creditors is called the Company's "net property". On the basis of realisations to date and anticipated future realisations, and after taking into account the costs of the Liquidation to date, I expect that the Company's net property will be approximately £60,000. I anticipate that the prescribed part of the net property for unsecured creditors will be approximately £15,000 and that approximately £45,000 will be paid to Lloyds Bank Plc in respect of its floating charge. However, this estimate does not take into account any future costs of the Liquidation which will reduce the amount of the Company's net property.

#### **12. SUMMARY**

The Liquidation will remain open until the outstanding DLA has been recovered. I am unable at present to advise when I will be in a position to conclude my administration of this case.

Should you have any queries regarding this matter please contact Irma Sabonyte on 020 7309 3824.



**Melissa Jackson**  
**Liquidator**

**Shaun Annetts Limited**  
**In Creditors' Voluntary Liquidation**

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**APPENDIX 1**

**Liquidator's  
Receipts and Payments Account**



**Shaun Annetts Limited  
(In Liquidation)**

**LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT**

	Statement of affairs £	From 10/10/2014 To 09/10/2015 £	From 10/10/2013 To 09/10/2015 £
<b>RECEIPTS</b>			
Goodwill	500 00	500 00	500 00
Motor Vehicle WF08 2GS	4,000 00	0 00	0 00
Motor Vehicle	6,200 00	0 00	0 00
Motor Vehicle BN09 HTA	5,400 00	0 00	0 00
Furniture & Equipment	500 00	500 00	500 00
Motor Vehicles	14,500 00	14,500 00	14,500 00
Stock	1,000 00	2,500 00	2,500 00
Book Debts	25,881 09	4,662 78	16,650 08
Motor Vehicles not incl in Business Sale		2,220 00	2,220 00
Cash held by third party	5,183 94	0 00	0 00
Directors Loan Account	Uncertain	1,665 92	1,715 92
Rates Refund		0 00	354 23
Bank Interest Gross		9 08	11 04
		<u>26,557 78</u>	<u>38,951 27</u>
<b>PAYMENTS</b>			
Lloyds TSB Bank Plc	(94,800 89)	0 00	0 00
BNP Paribas	(4,056 68)	0 00	0 00
Close Motor Vehicles	(6,549 01)	0 00	0 00
Close Motor Finance	(7,596 06)	0 00	0 00
Bordereau		280 00	330 00
s98 Fees		0 00	6,000 00
Office Holder's Fees		16,971 47	20,335 72
Office Holder's Expenses		28 53	28 53
Agents/Valuers Fees (1)		2,500 00	2,500 00
Legal Fees (1)		1,652 00	1,652 00
Stationery & Postage		0 00	27 34
Travel		118 70	118 70
Storage Costs		198 00	634 34
Statutory Advertising		0 00	176 20
Trade & Expense Creditors	(30,099 62)	0 00	0 00
HM Revenue and Customs - PAYE	(22,142 14)	0 00	0 00
HM Revenue and Customs	(104,901 10)	0 00	0 00
H M Revenue and Customs - CT	(7,939 75)	0 00	0 00
Ordinary Shareholders	(2 00)	0 00	0 00
		<u>21,748 70</u>	<u>31,802 83</u>
Net Receipts/(Payments)		<u>4,809 08</u>	<u>7,148 44</u>
<b>MADE UP AS FOLLOWS</b>			
Bank Current + Interest		539 08	2,789 77
VAT Receivable / (Payable)		4,270 00	4,358 67
		<u>4,809 08</u>	<u>7,148 44</u>

**Shaun Annetts Limited**  
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**APPENDIX 2**

**Details of Time Incurred in accordance with  
Statement of Insolvency Practice 9  
together with CBW's and TMP's charge out rates  
for this type of work**

Shaun Annetts Limited - In Creditors' Voluntary Liquidation

Time and Charge Out Summary for the period from 10 October 2014 to 9 October 2015

Hours

	Partner	Manager	Other Senior Professionals	Assistants and Support Staff	Total Hours	Total Costs	Average Hourly Rate
Administration and Planning	6 50	8 00	3 90	9 50	27 90	£8,847 50	£317 11
Cashiering	0 00	0 00	0 00	8 00	8 00	£0 00	£0 00
Compliance	0 00	4 90	0 00	0 00	4 90	£2,107 00	£430 00
Creditors	0 00	0 10	0 00	0 60	0 70	£103 00	£147 14
Disqualification Investigation	0 00	3 10	0 00	0 00	3 10	£1,333 00	£430 00
Legal	0 00	1 60	0 00	0 00	1 60	£688 00	£430 00
Meetings (Non-statutory)	0 00	3 50	0 00	0 00	3 50	£1,505 00	£430 00
Realisation of Assets	6 30	10 80	0 50	0 00	17 60	£7,758 50	£440 82
Review	0 00	9 30	0 00	0 00	9 30	£3,999 00	£430 00
	<b>12 80</b>	<b>41 30</b>	<b>4 40</b>	<b>18 10</b>	<b>76 60</b>	<b>£26,341 00</b>	<b>£343 88</b>
Cost Per Employee Category	<b>£6,080 00</b>	<b>£17,756 00</b>	<b>£1,100 00</b>	<b>£1,405 00</b>		<b>£26,341 00</b>	

Disbursements	£
PPS	24 96
<b>Total</b>	<b>24 96</b>

Shaun Annetts Limited - In Creditors' Voluntary Liquidation

Time and Charge Out Summary for the period from 10 October 2013 to 9 October 2015

Hours

	Partner	Manager	Other Senior Professionals	Assistants and Support Staff	Total Hours	Total Costs	Average Hourly Rate
Administration and Planning	8 50	9 30	3 90	10 38	32 08	£10,425 50	£324 98
Cashiering	0 00	0 00	0 00	10 59	10 59	£0 00	£0 00
Compliance	0 00	5 20	0 00	0 00	5 20	£2,236 00	£430 00
Creditors	0 00	0 10	0 00	0 60	0 70	£103 00	£147 14
Debtor Realisations	0 00	0 00	0 00	0 20	0 20	£50 00	£250 00
Disqualification Investigation	0 00	3 10	0 00	0 00	3 10	£1,333 00	£430 00
Directors (General)	1 10	0 00	0 00	0 00	1 10	£522 50	£475 00
Legal	0 00	1 60	0 00	0 00	1 60	£688 00	£430 00
Meetings (Non statutory)	0 00	3 50	0 00	0 00	3 50	£1,505 00	£430 00
Investigations (Non disqualification)	0 00	1 90	0 00	0 00	1 90	£817 00	£430 00
Realisation of Assets	11 80	12 10	0 50	0 00	24 40	£10,930 00	£447 95
Review	0 00	14 40	0 00	0 00	14 40	£6,192 00	£430 00
	<b>21 40</b>	<b>51 20</b>	<b>4 40</b>	<b>21 77</b>	<b>98 77</b>	<b>£34,802 00</b>	<b>£352 35</b>
Cost Per Employee Category	<b>£10,165 00</b>	<b>£22,007 00</b>	<b>£1,100 00</b>	<b>£1,530 00</b>		<b>£34,802 00</b>	

**Shaun Annetts Limited - In Creditors' Voluntary Liquidation**

**Time and Charge Out Summary for the period from 10 October 2013 to 31 March 2014**

**Hours**

	Partner	Manager	Other Senior Professionals	Assistants and Support Staff	Total Hours	Total Costs	Average Hourly Rate
Administration and Planning	2.00	1.30	0.00	0.88	4.18	£1,578.00	£377.51
Cashiering	0.00	0.00	0.00	2.59	2.59	£0.00	£0.00
Compliance	0.00	0.30	0.00	0.00	0.30	£129.00	£430.00
Debtor Realisationsc	0.00	0.00	0.00	0.20	0.20	£50.00	£250.00
Directors (General)	1.10	0.00	0.00	0.00	1.10	£522.50	£475.00
Investigations (Non disqualification)	0.00	1.90	0.00	0.00	1.90	£817.00	£430.00
Realisation of Assets	5.50	1.30	0.00	0.00	6.80	£3,171.50	£466.40
Review	0.00	5.10	0.00	0.00	5.10	£2,193.00	£430.00
	<b>8.60</b>	<b>9.90</b>	<b>0.00</b>	<b>3.67</b>	<b>22.17</b>	<b>£8,461.00</b>	<b>£381.64</b>
<b>Cost Per Employee Category</b>	<b>£4,085.00</b>	<b>£4,251.00</b>	<b>£0.00</b>	<b>£125.00</b>		<b>£8,461.00</b>	

Shaun Annetts Limited (In Liquidation)  
Liqudator Melissa Jackson  
Analysis of Fees Date: 19/10/14

Classification of work function	Hours					Time Cost £	Average hourly rate £
	Partner	Director	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Advice, administration and planning	7.6	0.5	3.0	7.9	19.0	£5,099	£268
Investigations					0.0		£0
Realisation of assets	1.5			3.6	5.1	£1,822	£357
Trading					0.0		£0
Creditors	1.0		0.4	3.3	4.7	£1,105	£238
Case specific matters					0.0		£0
Total hours	10.1	0.5	3.4	14.8	28.8		
Hourly charge out rate	£419	£475	£281	£175			
Total fees to date (£)	£4,235	£238	£954	£2,600	£8,028	£8,028	£279
Total fees drawn to date (£)						£3,364	
Total fees undrawn to date (£)						£4,662	

Shaun Annetts Limited (In Liquidation)

Analysis of Disbursements Up to 09/10/14

Category 1 Disbursements		
Amounts comprising external supplies of incidental services specifically identifiable to a case	Billed £	Unbilled £
Bordereau Statutory Advertising Postage & Company Searches	50.00 176.20 0.94	0.47
Total	227.14	0.47

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	Billed £	Unbilled £
Printing and stationery	26.40	3.10
Total	26.40	3.10

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**THE MACDONALD PARTNERSHIP PLC****CHARGE OUT RATES**

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**Effective date**

The charge out rates are effective from 1st October 2010

**Charge out rates**

Title	Grade	Rate
		£ph
Partners	1 1	575
	1 2	475
	1 3	375
Managers	2 1	350
	2 2	275
	2 3	225
Administrators	3 1	110
	3 2	85
	3 3	80
Support Staff	4 1	55
	4.2	50
	4 3	45

**NOTE**

Time is recorded in three minute increments

## **THE MACDONALD PARTNERSHIP PLC FEES, DISBURSEMENTS AND EXPENSES POLICY**

### **INTRODUCTION**

The MacDonald Partnership Plc is a specialist firm of licensed Insolvency Practitioners

As a result, we have very specific and specialist billing structures. This schedule sets out our terms and conditions of billing to clarify the position

### **GENERAL PHILOSOPHY**

It is important to stress that the general philosophy of the firm's billing structure is as follows

- 1 To provide
  - (i) The highest possible quality in terms of
    - (a) technical excellence
    - (b) delivery of service
  - (ii) The highest possible level of integrity and professionalism
  - (iii) A personal service
- 2 To provide value for money and to reflect the need for a reasonable profit and return in providing our services

Given this, it is important to set a basic and reasonable pricing and billing structure to maximise the combined interests of our clients, third parties (such as banks and creditors) and the firm

### **VARIATION FROM OUR BILLING STRUCTURE**

The billing structure has been created to reflect the economic substance of providing the quality of service that we give

To charge lower or different fees would be unprofitable for the firm. We will therefore only allow variations from our billing structure in extreme circumstances. Any such variation must be approved by either one of the managing or finance directors

### **DEFINITIONS**

#### **FEES**

Fees are the time charges that reflect the time spent on a case by a partner, director or staff member of the firm. Our general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment

With regard to support staff, we advise that time spent by cashiers and other support staff in relation to specific

tasks on an assignment is charged. All activity on cases is charged and recorded in three minute increments

In corporate recovery and insolvency cases fees can be charged on a time cost basis, a set fee basis, on a percentage of the assets realised and distributed or a mixture of the above. The fees charged are based on the Scale Rates charges (which are detailed below)

A schedule of Charge Out Rates applies to each grade of staff and is available for inspection at any time

### **PROFESSIONAL ADVISORS**

We use professional advisors on some of our assignments. The basis of our fee arrangements with advisors, which is subject to review on a regular basis, is generally on an hourly rate basis plus disbursements. Fixed fee arrangements will be disclosed where applicable. Our choice of professional advisors is based on our perception of their experience and ability to perform the type of work required, the complexity and nature of the assignment and the basis of our fee arrangement with them

### **DISBURSEMENTS & EXPENSES**

For the purposes of compliance with Statement of Insolvency Practice 9 (SIP 9) and R3's best practice guidelines, disbursements and expenses are split into two categories

#### **Category 1 Disbursements**

Generally comprise those external supplies of incidental services specifically identifiable to a specific job or case (including agents, insurances, as well as other outsourced services such as room hire, statutory advertising, court fees, couriers, postage, printing, travel and document storage)

#### **Category 2 Disbursements**

Generally comprise costs, which whilst being in the nature of expenses or disbursements, include elements of shared or allocated costs. Such disbursements are listed below

1	Binders	£1 15	Per item
2	Car	£0 50	Per mile
3	Copies (black)	£0 15	Per page
4	Dividers	£1 00	Per item
5	Envelopes	£0 10 - £0 15	Per item
6	Files	£6 00	Per item
7	Labels	£0 25	Per sheet
8	Letters	£2 20	Per letter
9	Printouts	£0 20	Per page



## **AGREEMENT OF FEES, DISBURSEMENTS AND EXPENSES**

### **CORPORATE RECOVERY AND INSOLVENCY**

For corporate recovery and insolvency work, the following fee structure applies. For this specialist type of work, fees can either be charged on a time basis or on a scaled percentage charge of assets realised and distributed. Unless otherwise stated, all corporate recovery and insolvency work is done on a time basis.

#### **1 Pre-appointment work**

Pre-appointment work includes (for example)

- (1) Nominees fees in individual and company voluntary arrangements
- (2) Assistance and preparation in holding a section 98 meeting
- (3) Assistance in placing a company into administration
- (4) Investigation work prior to a formal insolvency procedure, or general advisory work

Pre-appointment work will be charged on the following basis

- (1) Fees will be agreed with the firm's client in advance
- (2) A standard engagement letter will be produced and it will refer to the fees, disbursements and expenses policy, as a source of reference
- (3) In cases where (due to urgency or unusual circumstances) no engagement letter has been drawn up, all fees will be charged according to this schedule

#### **2 Post appointment work**

Post appointment work includes all work done as required by the Insolvency Act 1986 (as amended) and by the Insolvency Rules 1986 (as amended)

All post appointment fees and disbursements must be approved by

- (1) a general meeting of creditors, or
- (2) a meeting of a creditor or liquidation committee, or
- (3) both of the above, or
- (4) where there is a disagreement on the level of fees, by the procedure available in the Insolvency Rules 1986 (as amended)
- (5) in the case of an administrative receivership, by the debenture holder

#### **3. Scale charges**

Where fees are taken on a realisation basis (other than a time charge basis) the scale charges are charged on the basis of the Scale Charges laid out in schedule 6 of the Insolvency Rules 1986, which is detailed as follows

The realisations scale

(i)	On the first £5,000 or fraction thereof	20%
(ii)	On the next £5,000 or fraction thereof	15%
(iii)	On the next £90,000 or fraction thereof	10%
(iv)	On all further sums realised	5%

The distribution scale

(i)	Of the first £5,000 or fraction thereof	10%
(ii)	On the next £5,000 or fraction thereof	7½%
(iii)	On the next £90,000 or fraction thereof	5%
(iv)	On all further sums realised	2½%

#### **4 Realisation and distribution for secured creditors**

The realisation and distribution fees for any secured creditor (other than an appointing debenture holder) are based on the Official Receivers scale charges as detailed above

## **MAINTENANCE OF RECORDS**

The MacDonald Partnership Plc maintains complete records on both time recording, disbursements and expenses to ensure accuracy of charges

## **DATA PROTECTION**

Confidentiality of information is an important concern for The MacDonald Partnership Plc. We are registered and comply with the data protection laws of the United Kingdom. Information about clients and creditors are held on databases. If you wish to know what information we hold about you please write to The Data Protection Officer, The MacDonald Partnership Plc, 4<sup>th</sup> Floor, 100 Fenchurch Street, London, EC3M 5JD to request details

## **MONEY LAUNDERING**

The MacDonald Partnership Plc is required, by law, to assist the authorities in eradicating the laundering of proceeds of illegal activity. We may therefore ask certain questions in respect of the source of funds or other monies provided, as well as the identification of clients. We may also be required, in certain circumstances, to report to the relevant authorities on any suspicious activity. We are not required to inform any party of any report made about them.

**Shaun Annetts Limited**  
**In Creditors' Voluntary Liquidation**

Liquidator's Annual Progress Report

2 December 2015

**CARTER BACKER WINTER LLP ("CBW")**

**CORPORATE RECOVERY AND INSOLVENCY DEPARTMENT**

**INSOLVENCY APPOINTMENTS**

**TIME COST CHARGE-OUT RATES FROM**

	<u>From 1 January</u> <u>2013</u> <u>Per Hour</u> <u>£</u>	<u>From 1 January</u> <u>2014</u> <u>Per Hour</u> <u>£</u>	<u>From 1 January</u> <u>2015</u> <u>Per Hour</u> <u>£</u>
Partner	475	475	475
Directors	-	475	475
Managers	430	430	430
Assistant Managers	400	400	400
Senior Administrators	380	380	380
Administrators	250	250	250
Junior Administrators	100	100	100
Cashier	0	0	0
Support Staff	0	0	0

**Note:**

Work undertaken on cases is recorded in 6 minute units utilising time-recording software

Time properly incurred on insolvency cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done CBW's charge-out rates change from time to time

**DISBURSEMENT RECOVERY**

Disbursements are categorised as either Category 1 or Category 2

Category 1 disbursements generally comprise external supplies of incidental services specifically identifiable to the case Where expenses are incurred and then recharged to the case, approval from creditors is not required Examples of Category 1 disbursements include statutory advertising, specific bond insurance, document storage, postage, company search fees, and properly reimbursed expenses incurred by personnel in connection with the case Also included will be services specific to the case where these cannot be practically provided internally, such as printing and room hire

Category 2 disbursements include elements of shared or allocated costs where supplied internally Category 2 disbursements are recoverable in full, subject to the basis of the disbursement charge being approved by creditors in advance CBW does not charge Category 2 disbursements