In accordance with Rule 7.71 of the Insolvency (England & Wales) Rules 2016 & Section 146(4) of the Insolvency Act 1986.

WU15



Notice of final account prior to dissolution in a winding up by the court

For further information, please refer to our guidance at www.gov.uk/companieshouse

| 1 | Com | pany | detai | ls | | | | | | | |
|----------------------|---|----------------|--------|------|------------|----|---|---|----------------------|--|--|
| Company number | 0 | 6 2 | 2 6 | 6 | 6 | 3 | 3 | - | | Filling in this form Please complete in typescript or in | |
| Company name in full | Direct Assist Limited | | | | | | | | bold black capitals. | | |
| | | | | | | | | | | | |
| 2 | Liqu | idato | r's na | me | | | | | | | |
| Full forename(s) | Lou | uise N | Mary | | | | | | | | |
| Surname | Brit | tain | _ | | | | | | | | |
| 3 | Liqu | idato | r's ad | dres | S | | | | | | |
| Building name/number | Gla | .dsto | ne Ho | use |) | | | | | | |
| Street | 77- | 79 H | igh S | tree | t | | | | | | |
| | | | | | | | | | | | |
| Post town | Egl | nam | | | | | | | | | |
| County/Region | Sur | rey | | | | | | | | | |
| Postcode | $\lceil T \rceil$ | \overline{W} | 2 0 | | 9 | Н | Y | - | | | |
| Country | | | | | | | | | | | |
| 4 | Liqu | idato | r's na | me 🗣 | • | | | | | | |
| Full forename(s) | Ste | phen | Pau | | | | | | | Other liquidator Use this section to tell us about | |
| Surname | Gra | nt | | | | | | | | another liquidator. | |
| 5 | Liqu | idato | r's ad | dres | s 0 | | | | | | |
| Building name/number | 2nc | Floo | or, Re | gis | Ηοι | se | | | | Other liquidator | |
| Street | 45 King William Street Use this section to tell us about another liquidator. | | | | | | | | | | |
| | | | | | | | | | | | |
| Post town | London | | | | | | | | | | |
| County/Region | | | | | | | | | | | |
| Postcode | E | C | I R | | 9 | Α | N | - | | | |
| Country | | | | | | | | | | | |
| | | | | | | | | | | | |

| | WU15 | |
|------------------------|---|----|
| | Notice of final account prior to dissolution in a winding up by the cour | rt |
| | | |
| | | |
| 6 | Liquidator's release | |
| | Did any of the creditors object to the liquidator's release? | |
| | ☐ Yes | |
| | ☑ No | |
| | | |
| 7 | Date of final account | |
| Date | $\begin{bmatrix} \frac{1}{2} & 7 & 0 \\ 5 & 5 & 2 \end{bmatrix}$ | |
| 8 | Final account | |
| | ☐ The final account is attached | |
| | | |
| 9 | Sign and date | |
| Liquidator's signature | Cimeter | |
| Elquidator 3 Signature | X X | |
| | | |
| Signature date | $\begin{bmatrix} 1 \\ 2 \end{bmatrix} \begin{bmatrix} 7 \end{bmatrix} \begin{bmatrix} 7 \\ 0 \end{bmatrix} \begin{bmatrix} 7 \\ 7 \end{bmatrix} \begin{bmatrix} 7 \\ 2 \end{bmatrix} \begin{bmatrix} 7 \\ 0 \end{bmatrix} \begin{bmatrix} 7 \\ 2 \end{bmatrix} \begin{bmatrix} 7 \\ 2 \end{bmatrix} \begin{bmatrix} 7 \\ 2 \end{bmatrix}$ | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

WU15

Notice of final account prior to dissolution in a winding up by the court

Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

| Contact name | Richard Anderson |
|---------------|-------------------|
| Company name | Azets |
| | |
| Address | Gladstone House |
| | 77/79 High Street |
| | |
| Post town | Egham |
| County/Region | Surrey |
| Postcode | T W 2 0 9 H Y |
| Country | |
| DX | |
| Telephone | 01784 435561 |

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.

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.

Turther information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

Liquidators' Final Account to Creditors

Direct Assist Limited - In Compulsory Liquidation

31 May 2022

CONTENTS

| 1 | HILLOU | luction |
|---|--------|---------|

- 2 Receipts and Payments
- **3** Work undertaken in the Liquidation
- 4 Outcome for Creditors
- 5 Liquidators' Remuneration & Expenses
- 6 Conclusion

APPENDICES

- A Receipts and Payments Account from 3 June 2021 to 27 May 2022 together with a Cumulative Receipts and Payments Account for Period from 3 June 2015 to 27 May 2022
- B Time Analysis for the period 3 June 2021 to 27 May 2022
- C Cumulative Time Analysis for the period from 3 June 2015 to 27 May 2022
- **D** Additional Information in relation to Liquidator's Fees, Expenses & the use of Subcontractors
- E Azets Fees and Expenses Policy
- F Notice of Closure

IN THE BOLTON COUNTY COURT, NO. 30 OF 2015

1 Introduction

- 1.1 Louise Brittain and Keith Stevens of Azets (formerly Wilkins Kennedy), Gladstone House, 77-79 High Street, Egham, TW20 9HY, was appointed as Joint Liquidators of Direct Assist Ltd ("the Company") on 3 June 2015, following the presentation of a petition for the compulsory winding up of the Company by HM Revenue & Customs. The Winding Up Order was made on 23 March 2015 in the Bolton County Court of Justice under court reference 30 of 2015.
- 1.2 On 24 December 2018 Keith Stevens was replaced as Joint Liquidator by way of Court Order by Matthew Waghorn of Azets following Mr Steven's retirement from the firm. Matthew Waghorn was replaced as Joint Liquidator by Steven Paul Grant, also of Azets following Mr Wagorn's departure from the firm.
- 1.3 Please note Wilkins Kennedy changed its name to Azets on 7 September 2020.
- 1.4 Information about the way that we will use, and store personal data on insolvency appointments can be found at https://www.azets.co.uk/about-us/privacy-cookie-policy/. If you are unable to download this, please contact us and a hard copy will be provided to you.
- 1.5 The trading address of the Company was 41 Chorley New Road, Bolton, BL1 4QR.
- 1.6 The registered office of the Company was changed to Gladstone House, 77 79 High Street, Egham, Surrey, TW20 9HY and its registered number is 06266633 number.
- 1.7 The winding up of the Company is for practical purposes complete and this is our final account of the liquidation, which covers the period since our last progress report being 3 June 2021 to 27 May 2022 ("the Period") and summarises the whole of the Liquidation from 3 June 2015 to 27 May 2022 and should be read in conjunction with previous progress reports sent to creditors.

2 Receipts and payments

- 2.1 At Appendix A, I have provided an account of my Receipts and Payments for the Period with a comparison to the Official Receiver's Report, together with a cumulative account since my appointment.
- 2.2 The account held by the Insolvency Services has been reconciled.

3 Work undertaken in the Liquidation

3.1 This section of the report provides creditors with an overview of the work undertaken in the liquidation since the date of my last annual progress report, together with information on the overall outcome of the liquidation.

Administration (including statutory compliance & reporting)

- 3.2 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated undertaking in this regard was outlined previously.
- 3.3 Where the costs of statutory compliance work or reporting to creditors exceeded the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidator.

IN THE BOLTON COUNTY COURT, NO. 30 OF 2015

3.4 This work has not necessarily brought any financial benefit to creditors, but is work required on every case by statute.

Realisation of Assets

- 3.5 No assets have been realised in the Period.
- 3.6 As previously reported, cash at bank of £123,864.45 was realised from the Company's bank account held with Barclays Bank PLC.
- 3.7 Gross bank interest of £410.87 has also been received during the Liquidation.
- 3.8 We are able to secure a Business Rates refund of £8,366.40 as shown on the attached Receipts and Payments Account.
- 3.9 As you may be aware, in a Compulsory Liquidation the duty to investigate the Company's affairs is the responsibility of the Official Receiver. There is no requirement on the Liquidator to submit a report on the directors' conduct to the Department for Business, Energy & Industrial Strategy, however where matters are brought to the Liquidator's attention these are reported as appropriate to the Official Receiver for further consideration.

Creditors (claims and distributions)

- 3.10 Liquidators are not only required to deal with correspondence and claims from unsecured creditors, but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 3.11 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal. In this case it is not anticipated that there will a dividend paid to any class of creditor.
- 3.12 The above work will not necessarily bring any financial benefit to creditors generally and the more creditors there are on an assignment, the higher the resultant cost will usually be; however, a liquidator is required by statute to undertake this work.

Investigations

- 3.13 In a compulsory liquidation, the duty to investigate the Company's affairs is the responsibility of the Official Receiver. There is no requirement on the Liquidator to submit a report or return on the directors' conduct to the Department for Business, Energy & Industrial Strategy, however where matters are brought to the Liquidator's attention these are reported as appropriate to the Official Receiver for further consideration.
- 3.14 A full investigation was undertaken in relation to the funds diverted to the Director however he was subsequently declared bankrupt and while a claim was lodged in his bankruptcy no funds were available from the bankruptcy. In addition the Director was also sentenced to prison due to his fraudulent activities.
- 3.15 Funds were also distributed to other individuals from the Company and letters were sent to these individuals requesting repayment of the funds to the Estate. One individual was the Directors wife who after examination of her assets position was deemed to be uncommercial to pursue.
- 3.16 Michelmores LLP ("Michelmores") were instructed to contact an individual who had received £383,571.49 from the Company. A response to the correspondence was received and further documentation and information provided to explain the nature of payments made to this individual.

IN THE BOLTON COUNTY COURT, NO. 30 OF 2015

- 3.17 However following a review of the individual's asset position, it appears that the individual had limited assets. The cost of issuing a claim against this individual was significantly higher than the available assets and any realisations would be defrayed by the costs and expenses of the Liquidation and would therefore be of no benefit to the general body of creditors. After careful consideration and advise from our legal team, the investigation was agreed as uncommercial to pursue.
- 3.18 Asset realisations are therefore complete.

Outcome for Creditors

- 3.19 The company did not grant fixed or floating charches over the Company's assets to any secured creditors.
- 3.20 Section 176A(1)(a) of the Insolvency Act 1986 requires that, where the Company has created a floating charge after 15 September 2003, the liquidator(s) must make a prescribed part of the Company's net property available for the unsecured creditors and not distribute it to the floating charge holder except in so far as it exceeds the amount required for the satisfaction of unsecured claims. "Net property" means the amount which would, were it not for this provision, be available to floating charge holders (i.e. after accounting for preferential debts and the costs of the Liquidation).

The prescribed part is calculated as 50% of the first £10,000 of net property and 20% of the balancing net property (up to a maximum amount to be made available of £600,000). A liquidator will not be required to set aside the prescribed part if:

- the net property is less than £10,000 and she thinks the cost of distributing the prescribed part would be disproportionate to the benefit (Section 176A(3)); or
- they apply to the court for an order on the grounds that the cost of distributing the prescribed part would be disproportionate to the benefit and the court orders that the provision shall not apply (Section 176A(5)).
- 3.21 As there were no secured creditors, the prescribed part will not apply.

Preferential Creditors

3.22 There are no known preferential creditors.

Unsecured Creditors

- 3.23 We have received claims totalling £1,388,769.21 from four creditors compared to £1,244,442.03 estimated in the Official Receivers Report.
- 3.24 I can confirm that the realisations were insufficient to declare a dividend to the unsecured creditors.

4 Liquidators' Remuneration

- 4.1 Our time costs for the Period are £4,45.15. This represents 21.05 hours at an average rate of £213.07 per hour. Attached as Appendix B is a Time Analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by us in managing the liquidation.
- 4.2 Also attached as Appendix C is a cumulative Time Analysis for the period from 3 March 2015 to 27 May 2022 which provides details of our time costs since the commencement of the liquidation. These time costs total £107,557.15 which represents 588.85 hours at an average rate of £182.66 per hour. I would

IN THE BOLTON COUNTY COURT, NO. 30 OF 2015

confirm that, due to the paucity of realisations, I have not sought a fee approval from creditors and no fees therefore have been drawn. All time costs will be written off.

- 4.3 Attached as Appendix D is additional information in relation to the Liquidator's fees and the expenses and where relevant, information on the use of subcontractors and professional advisers.
- 4.4 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from https://www.azets.co.uk/media/ojmfqyb4/guide-to-liquidators-fees-from-6-april-2017.pdf.

5 Conclusion

5.1 This final account will conclude our administration of this case. The Notice accompanying this account explains creditors rights on receipt of this information and also when we will vacate office and obtain our release as Liquidators.

Yours faithfully

Louise Mary Brittain
Joint Liquidator

Pluce

Enc

Appendix A

Receipts and Payments Account from 3 June 2021 to 27 May 2022 and a Cumulative Receipts and Payments Account from 3 June 2015 to 27 May 2022.

Direct Assist Limited - In Compulsory Liquidation

Joint Liquidators' Summary of Receipts & Payments

| Statement of Affairs £ | | From 03/06/2021 To 27/05/2022 £ | From 03/06/2015 To 27/05/2022 £ |
|------------------------------|--------------------------------------|---------------------------------------|---------------------------------------|
| | ASSET REALISATIONS | | |
| | Bank Interest Gross | 1.54 | 410.87 |
| | Business Rates Refund | NIL | 8,366.40 |
| | Cash at Bank | NIL | 123,864.35 |
| | | 1.54 | 132,641.62 |
| | COST OF REALISATIONS | | |
| | Bank Charges | NIL | 66.00 |
| | BIS Audit Fees | NIL | 48.23 |
| | BIS Bank Charges | 88.18 | 740.84 |
| | DTI Cheque Fees | NIL | 1.10 |
| | Income Tax | NIL | 81.73 |
| | IT Admin Fee | NIL | 110.00 |
| | Land Registry | NIL | 11.00 |
| | Legal Fees (1) | NIL | 16,395.93 |
| | O.R. Debit Balance | NIL | 1,150.00 |
| | Office Holders Fees | NIL | 83,583.63 |
| | Petitioners Costs | NIL | 2,170.00 |
| | Search fees | NIL | 14.00 |
| | Secretary of State Fees | NIL | 24,733.02 |
| | Specific Bond | NIL | 220.00 |
| | Stationery, Postage, Courier Charges | NIL | 362.94 |
| | Statutory Advertising | NIL | 213.00 |
| | Storage Costs | 412.07 | 2,273.93 |
| | Tax on Interest Earned | 0.31 | 0.44 |
| | Tracing Costs | NIL | 235.00 |
| | Transcription Fees | NIL | 93.75 |
| | Travel | NIL | 17.20 |
| | VAT Irrecoverable | 82.41 | 97.41 |
| | | (582.97) | (132,619.15) |
| | | (581.43) | 22.47 |
| | REPRESENTED BY | | |
| | ISA NIB | | 22.47 |
| | | | 22.47 |

Appendix B

Time Analysis for the period 6 June 2021 to 27 May 2022

Azets

Liquidator's time costs analysis for the Period from 3 June 2021 to 27 May 2022

for

Direct Assist Limited – In Compulsory Liquidation

| Classification Of work function | Partner | Manager | Other senior Professionals | Assistants & support staff | Total Hours | Time Cost | Average hourly rate £ |
|---------------------------------|---------|---------|-------------------------------|----------------------------|----------------|-----------|-----------------------------|
| Administration & planning | 1.00 | 0.40 | 5.95 | 2.20 | 9.55 | 1,891.85 | 198.10 |
| Cashiering and Accounting | 0.60 | 0.00 | 0.20 | 1.90 | 2.70 | 528.00 | 195.56 |
| Investigations | 0.20 | 0.00 | 1.20 | 0.00 | 1.40 | 334.00 | 238.57 |
| Creditors | 0.00 | 0.00 | 0.10 | 0.00 | 0.10 | 14.50 | 145.00 |
| Statutory | 0.70 | 1.30 | 4.90 | 0.40 | 7.30 | 1,716.80 | 235.18 |
| Total | 2.30 | 1.70 | 12.35 | 4.50 | 21.05 | 4,485.15 | 213.07 |
| Total fees claimed (£) | | | | | | - | |

Appendix C

Cumulative Time Analysis for the period from 3 June 2015 to 27 May 2022

Azets

Liquidator's time costs analysis for the Period from 3 June 2015 to 27 May 2022

for

Direct Assist Limited – In Compulsory Liquidation

| HOURS | | | | | | | |
|---------------------------------|---------|---------|-------------------------------|----------------------------|----------------|------------|-----------------------------|
| Classification Of work function | Partner | Manager | Other senior Professionals | Assistants & support staff | Total Hours | Time Cost | Average hourly rate £ |
| Administration & planning | 19.00 | 11.10 | 55.15 | 54.05 | 139.30 | 25,203.30 | 180.93 |
| Cashiering and Accounting | 5.90 | 2.50 | 24.75 | 19.85 | 53.00 | 8,124.55 | 153.29 |
| Investigations | 21.70 | 36.60 | 115.75 | 86.25 | 260.30 | 46,359.90 | 178.10 |
| Realisation of assets | 14.90 | 1.80 | 14.85 | 1.30 | 32.85 | 8,401.50 | 255.75 |
| Creditors | 3.20 | 1.70 | 10.80 | 0.50 | 16.20 | 3,425.00 | 211.42 |
| Statutory | 3.60 | 13.70 | 63.00 | 6.90 | 87.20 | 16,042.90 | 183.98 |
| Total | 68.30 | 67.40 | 284.30 | 168.85 | 588.85 | 107,557.15 | 182.66 |
| Total fees claimed (£) | | | | | | 83,583.63 | |

Appendix D

Additional Information in Relation to the Liquidator's Fees, Expenses & the use of Subcontractors

1 Use of Sub-Contractors

- 1.1 The general approach to resourcing assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of an Office Holder, a Manager and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 The services of sub-contractors were not utilised in this case.

Trinity IP Solutions Limited

- 1.4 On this assignment, it is proposed that Trinity IP Solutions will be utilised to undertake work that could otherwise be done by the office holders or their staff. If further 3rd parties are utilised during the assignment that are not foreseen at this stage, this will be reported in subsequent progress reports.
- 1.5 The reasons why it is felt appropriate to utilise Trinity IP in this case for the proposed work is also explained below.

| | What work does this relate to and why is a third party being used? | Anticipated cost of the services to be provided £ |
|-------------------|---|---|
| Trinity Solutions | Final report to be sent to creditors. This | 435.00 |
| Limited | third party is used as this will be a more cost effective method of providing the | |
| | final report to creditors in this case. | |

2 Professional Advisors

2.1 On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

| Name of Professional Advisor | Basis of Fee Arrangement | | |
|---------------------------------|-------------------------------|--|--|
| Mitchelmores LLP (Legal Advice) | Hourly Rate and Disbursements | | |

Our choice 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 our fee arrangement with them.

3 Liquidator's Expenses

- 3.1 An analysis of the expenses paid during the Liquidation is provided below.
- 3.2 Category 1 expenses are directly referable to an invoice from a third party that is not an associate of the office holder or the firm, which is either in the name of the estate or Azets Holdings Limited; in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the

IN THE BOLTON COUNTY COURT, NO. 30 OF 2015

insolvency estate. These costs are recoverable without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced by the third party.

3.3 Category 2 expenses are directly attributable to the estate but include an element of shared costs or is a payment to an associate of the office holder or the firm. These expenses are recoverable from the estate, subject to the prior approval of the creditors, in the same manner as the approval of the office holder's remuneration.

| Description | Paid in prior period £ | Paid in the period covered by this report £ | Incurred but not paid to date £ | Total anticipated cost £ |
|----------------------------|------------------------|--|---------------------------------------|--------------------------------|
| Statutory Bond | 220.00 | - | - | 230.00 |
| Companies House Search Fee | 14.00 | - | - | 14.00 |
| Courier | 319.00 | 1 | ı | 319.00 |
| IT Admin Fee | 110.00 | ı | ı | 110.00 |
| Legal Fees | 16,395.93 | ı | 4,421.00 | 25,000.00 |
| Postage | 22.74 | ı | Ī | 25.00 |
| Statutory Advertising | 213.00 | ı | Ī | 213.00 |
| Storage | 1,861.86 | 412.07 | 206.59 | 3,000.00 |
| Tracing Agents | 235.00 | ı | Ī | 235.00 |
| Transcript Fees | 93.75 | 1 | • | 93.75 |
| Travel | 17.20 | - | - | 17.20 |
| Petitioner's Costs | 2,170.00 | - | 1 | 2,170.00 |
| Stationery | 21.20 | - | - | 25.00 |

Appendix E

Azets Fees and Expenses Policy

AZETS HOLDINGS LIMITED - FEES AND EXPENSES POLICY

Introduction

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at http://www.creditorinsolvencyguide.co.uk.

Details about how an office holder's fees may be approved for each case type are available in a series of guides issued with Statement of Insolvency 9 (SIP 9) and can be accessed at https://www.azets.co.uk/restructuring-and-insolvency-downloads/. A hard copy may be requested from Azets Holdings Limited, Gladstone House, 77-79 High Street, Egham, Surrey TW20 9HY.

Staff Allocation and Charge Out Rates

Our general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case. Work carried out by all staff is subject to the overall supervision of the office holders.

The constitution of the case team will usually consist of a Partner/Director, Manager and an Administrator as well as support staff. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and on larger, more complex cases, several members of staff may be allocated to meet the demands of the case.

We operate a time recording system which allows staff working on the assignment along with the office holders to allocate their time to an assignment in 6 minute units.

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. The work is generally recorded under the following categories:

- Administration and planning
- Investigations
- Realisation of assets
- Creditors
- Trading
- Case specific matters

Time costs are recorded at the individual's hourly rate in force at that time. Our charge out rates increased on 1 February 2022 and are shown below, exclusive of VAT.

| 1 February 2022 to date | £ | 3 December 2018 to 31 January 2022 | £ |
|-------------------------|-----------------|------------------------------------|-----------------|
| | | | |
| Partner/Director | 400.00 - 580.00 | Partner | 430.00 - 470.00 |
| Manager | 280.00 - 375.00 | Directors/Manager | 210.00 - 390.00 |
| Administrator | 130.00 - 275.00 | Administrator | 110.00 - 210.00 |
| Support Staff | 120.00 | Junior/Trainee Administrator | 95.00 - 200.00 |
| | | Cashiers/Secretaries | 60.00 - 100.00 |

IN THE BOLTON COUNTY COURT, NO. 30 OF 2015

Included within the manager grade are Senior Manager, Manager and Assistant Manager. Included within the Administrator grade are Senior Administrator and Assistant. Where necessary and appropriate, members of staff from other departments of the practice will undertake work on a case. They will be charged at their normal charge out rate for undertaking such work.

Please note that charge out rates are reviewed annually and may be subject to change.

Expenses

On insolvency appointments, an office holder will typically incur expenses which relate to that assignment. Expenses (or costs) are amounts properly payable by an office holder from an insolvency estate which are not otherwise categorised as the office holder's remuneration or a distribution to a creditor or shareholder. These expenses may include, but are not limited to, agent's costs for disposal and realisation of assets, legal costs, specialist pension advice, tax services or other routine expenses associated with an insolvency appointment such as statutory advertising costs, the office holder's specific penalty bond and costs associated with storing the books and records. Expenses also include disbursements which are payments that are first met by the office holder and then reimbursed at a later date from the estate, usually when realisations permit. Details of the anticipated expenses on an insolvency assignment will be outlined in the office holder's fees estimate or other information provided to creditors about the fee basis or bases being proposed.

Expenses recharged to, or incurred directly by, an insolvent estate are subject to VAT at the applicable rate where appropriate.

Some expenses can be paid without prior approval from creditors (referred to as Category 1 expenses) and other expenses which may have an element of shared costs or are proposed to be paid to an associate of the office holder, require approval before they can be paid (referred to as Category 2 expenses).

Category 1 expenses are directly referable to an invoice from a third party that is not an associate of the office holder or the firm, which is either in the name of the estate or Azets Holdings Limited; in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the insolvency estate. These costs are recoverable without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced by the third party.

Category 2 expenses are directly attributable to the estate but include an element of shared costs or is a payment to an associate of the office holder or the firm. These expenses are recoverable from the estate, subject to the prior approval of the creditors, in the same manner as the approval of the office holder's remuneration.

The Category 2 expenses which include an element of shared costs and are charged by this firm are as follows:

- Postage charged in accordance with the current Royal Mail price guide for first class.
- Business mileage charged at standard rates which comply with HM Revenue & Customs limits. The current rate is 45 pence per mile.
- Internal photocopying charged at 5 pence per sheet for reports and circulars issued to creditors, shareholders, employees and other stakeholders. No additional charge is made for individual items of correspondence.

Please note that these category 2 expenses are reviewed annually and may be subject to change.

Payments to associates (as defined in Section 435 of the Insolvency Act 1986 and the Insolvency Code of Ethics), which are also classified as a category 2 expense requiring creditor approval, are not routinely made by this firm. Any such payments will be considered on a case by case basis and when seeking approval for the payments, the office holder will provide creditors with an explanation of the work to be done, why the work is necessary and the estimated payment that will be made. The form and nature of the relationship with the associate will also be provided.

Provision of Services Regulations

When carrying out all professional work relating to an insolvency appointment, Insolvency Practitioners are bound by the Insolvency Code of Ethics.

To comply with the Provision of Service Regulations, some general information about Azets Holdings Limited, including our complaints policy and Professional Indemnity Insurance and the Insolvency Code of Ethics, is available on our website using the following link: www.azets.co.uk/about-us/legal-regulatory-information/.

Appendix F

Notice of Closure

DIRECT ASSIST LIMITED - ("the company") - In Compulsory liquidation

COURT REFERENCE - 6789 of 2014

Company Number - 06266633

THE INSOLVENCY ACT 1986

Notice of Final Account under R7.71 of the Insolvency (England and Wales) Rules 2016

NOTICE IS HEREBY GIVEN to the Company's creditors that:

- 1 The Company's affairs are fully wound up.
- Within 21 days of the receipt of this final account, a secured creditor or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors or any unsecured creditor with the permission of the court) may request in writing that the Liquidators provide further information about their remuneration or expenses included within the final account.
- Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this final account, make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidators, as set out in the final account, is excessive.
- 4 A creditor may object to the release of the Liquidators by giving notice in writing to the Liquidators by the end of the period of 8 weeks from the delivery of this notice. However, if any request for information or any application to court is made, the period will run until that request or application is finally determined.
- The Liquidators will vacate office under s172(8) of the Insolvency Act 1986 on sending the final account to the Court and the Registrar of Companies at the end of the above period. The notice delivered will state whether any creditor has objected to the Liquidators' release.
- The Liquidators will be released under s174(4)(d) of the Insolvency Act 1986 at the same time as vacating office unless any of the creditors have objected to this, in which case the Liquidators will apply to the Secretary of State for their release in the alternative.

Date: 31 May 2022

7 mic

Louise Brittain Joint Liquidator

Louise Brittain, the Joint Liquidator whose address is Gladstone House, 77-79 High Street, Egham, TW20 9HY may be contacted at this address or by telephone on 01784 435561 or via email at richard.anderson@azets.co.uk or Lyndsay.burch@azets.co.uk.