

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

SATURDAY



A13

\*A82U4NU2\*  
06/04/2019

#222

COMPANIES HOUSE

### 1 Company details

Company number 06341488

Company name in full EBV Associates Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Chris

Surname Newell

### 3 Liquidator's address

Building name/number 81 Station Road

Street Marlow

Post town Bucks

County/Region

Postcode SL7 1NS

Country

### 4 Liquidator's name

Full forename(s) Frank

Surname Wessely

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address

Building name/number 81 Station Road

Street Marlow

Post town Bucks

County/Region

Postcode SL7 1NS

Country

#### ② 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

d 1 8

m 0 3

y 2 0 y 1 8

To date

d 1 7

m 0 3

y 2 0 y 1 9

7

Progress report

☒ The progress report is attached

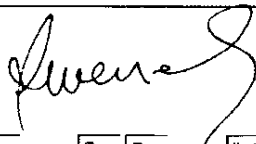
8

Sign and date

Liquidator's signature

Signature

X



X

Signature date

d 0 3

m 0 4

y 2 0 y 1 9

LIQ03

Notice of progress report in voluntary winding up



**Presenter information**

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

Contact name **Nina Sellars**

Company name **Quantuma LLP**

Address **81 Station Road**

**Marlow**

Post town **Bucks**

County/Region

Postcode **S L 7 1 N S**

Country

DX

Telephone **01628 478100**



**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)**

**EBV Associates Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 18/03/2018 To 17/03/2019 £	From 18/03/2016 To 17/03/2019 £
ASSET REALISATIONS		
Bank Interest Gross	NIL	1.20
Contribution to Costs	NIL	2,931.60
	NIL	2,932.80
COST OF REALISATIONS		
Office Holders Fees	NIL	1,760.00
Accountants fees	NIL	750.00
Photocopying	NIL	3.60
Postage	NIL	1.09
Stationery	NIL	0.50
Statutory Advertising	NIL	231.00
	NIL	(2,746.19)
UNSECURED CREDITORS		
(40,000.00) HM Revenue & Customs (PAYE IT)	NIL	NIL
(16,827.33) HM Revenue & Customs (NI)	NIL	NIL
(6,000.00) Director's Loan Account	NIL	NIL
	NIL	NIL
DISTRIBUTIONS		
(1,203.00) Ordinary Shareholders	NIL	NIL
	NIL	NIL
<b>(64,030.33)</b>	<b>NIL</b>	<b>186.61</b>
REPRESENTED BY		
Vat Receivable		152.00
Bank 1 Current		34.61
		<b>186.61</b>

## **EBV ASSOCIATES LIMITED (IN LIQUIDATION)**

### **THE JOINT LIQUIDATORS' PROGRESS REPORT**

**18 March 2019**

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

**Frank Wessely and Peter Hughes-Holland of Quantuma LLP, 81 Station Road, Marlow, Bucks, SL7 1NS, were appointed Joint Liquidators of EBV Associates Limited on 18 March 2016.**

**On 30<sup>th</sup> April 2019 Chris Newell replaced Peter Hughes-Holland by order of the Court.**

**Chris Newell is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association and Frank Wessely is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales**



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## **ABBREVIATIONS**

For the purpose of this report the following abbreviations shall be used.

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	Chris Newell and Frank Wessely of Quantuma LLP
"the Company"	EBV Associates Limited (in Liquidation)
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 18 March 2018 to 17 March 2019

## **1. INTRODUCTION**

### **Introduction**

This report has been prepared to provide members and creditors with an update on the progress of the Liquidation of the Company since our last report dated 19 March 2018.

Given the information previously provided to members and creditors in our earlier reports, we have not included detailed background information in respect of the Company and have focussed on the progress of the Liquidation subsequent to those reports.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

### **Details of the appointment of the Joint Liquidators**

Frank Wessely and Peter Hughes-Holland of Quantuma LLP were appointed Joint Liquidators of the Company on 18 March 2016.

On 30 April 2018 Chris Newell replaced Peter Hughes-Holland by Order of the Court.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

## **2. THE PROGRESS OF THE LIQUIDATION**

### **The Joint Liquidators' receipts and payments account**

Attached at Appendix 2 is a receipts and payments account covering the Review Period together with a summary of the transactions in the previous Review Periods.

The rest of this report describes the key developments in the Liquidation over the Review Period.

We have summarised the main asset realisations during the Review Period and an estimation of the those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

### **VAT Basis**

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately. A VAT reclaim is currently awaited in the sum of £152.00.

### **Administrative, Statutory & Regulatory Tasks**

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Drafting and issuing the progress report to creditors;
- Consulting with and instructing staff as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining electronic case files, which must include records to show and explain the Liquidation and any decisions made by the Joint Liquidators that materially affect the Liquidation;
- Monitoring and maintaining an adequate statutory bond;



- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with the statutory requirements,
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
- Completing periodic tax returns.

### **Costs incurred but remaining unpaid**

During the Review Period, the Joint Liquidators have also incurred time costs and category 2 disbursements, not all of which have yet been discharged. Further details of these costs are set out below

## **3. CREDITORS: CLAIMS AND DISTRIBUTIONS**

### **Secured creditors**

There are no secured creditors.

### **Preferential creditors**

There are no preferential creditors.

### **Prescribed Part**

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the unsecured creditors. This equates to:

- 50% of net property up to £10,000,
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no prescribed part in this liquidation.

### **Unsecured creditors**

Unsecured claims were estimated at £77,350.40 in the Director's Estimated Statement of Affairs and, to date, claims received from unsecured creditors total £57,610.42.

### **Tax Matters**

The Company historically entered into an Employee Benefit Trust ("EBT") scheme. As a result of this scheme and the historic tax planning undertaken by the Company, HMRC advised the Company that they have determined that the EBT was an avoidance scheme, that contributions made into the scheme are employment income and subsequently issued an Accelerated Payments Notice ("APN"). The director has requested our assistance in seeking settlement with HMRC to settle under specific terms. The matter is ongoing.





#### **4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS**

##### **Investigations**

During the Review Period, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the director(s) (and senior employees) by means of questionnaires (and interviews); making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The directors provided the books and records and a completed questionnaire as well as a Statement of Affairs.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment has been completed and the Joint Liquidators did not identify any further assets or actions which might lead to a recovery for creditors.

##### **EU Regulations (Whether Proceedings Are Main Proceedings or Territorial)**

The Company's centre of main interest was in the UK as their registered office and trading address was 2<sup>nd</sup> Floor, Elizabeth House, 18-20 Sheet Street, Windsor, Berkshire, SL4 1BG and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

##### **Further Information**

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about Quantuma LLP, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information/>.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk/>.

##### **General Data Protection Regulation**

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link [www.quantuma.com/legal-notices/](http://www.quantuma.com/legal-notices/).

#### **5. THE JOINT LIQUIDATORS' REMUNERATION AND EXPENSES**

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 6 April 2017 together with the firm's current schedule of charge-out rates and chargeable disbursements may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.



A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

### Pre-Appointment Costs

A fixed fee of £5,000 plus VAT was agreed and paid by the directors prior to the Section 98 meeting of creditors.

### Joint Liquidators' Remuneration

The basis of the Joint Liquidators' fees was fixed on 18 April 2016 by postal resolutions considered and approved by creditors as follows:

1. The Joint Liquidators' fees will be charged by reference to the time properly spent by them and their staff in dealing with matters relating to the liquidation, capped at £5,475 plus disbursements plus VAT.
2. The Joint Liquidators to be permitted to recover category 2 disbursements.

In accordance with this resolution, fees totalling £1,760 plus VAT have been drawn to date.

We believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon us as Joint Liquidators.

### Comparison of estimates

The Joint Liquidators' time costs incurred to date (whether or not they have been charged to the Liquidation estate) are compared with the original fees estimate and the actual time costs incurred to date. The fee estimate covered the period

A detailed narrative list of the work undertaken during the Review Period is provided at Appendix 5.

Work category	Original fees estimate			Actual time costs incurred during the Review Period			Actual time costs incurred to date		
	No. of hours	Blended hourly rate £ per hour	Total fees £	No. of hours	Average hourly rate £ per hour	Total time costs £	No. of hours	Average hourly rate £ per hour	Total time costs £
Administration and Planning	12.00	195.00	2,340.00	6.49	223.57	1,451.00	31.21	167.78	5,236.50
Creditors	2.00	195.00	390.00	6.40	175.00	1,120.00	18.50	18.90	2,950.00
Investigations	3.00	195.00	585.00	0.00	0.00	0.00	3.30	210.61	695.00
Realisation of Assets	0.00	0.00	0.00	1.90	350.00	665.00	3.10	350.00	1,085.00
Cashiering	7.00	180.00	1,260.00	0.90	125.00	112.50	7.30	125.00	912.50
Closing Procedures	5.00	180.00	900.00	0.00	0.00	0.00	0.80	0.80	120.00
<b>TOTAL</b>	<b>29.00</b>	<b>188.79</b>	<b>5,475.00</b>	<b>15.69</b>	<b>213.42</b>	<b>3,348.50</b>	<b>64.61</b>	<b>170.24</b>	<b>10,999.00</b>



The expenses incurred to date are compared with the original expenses estimate as follows:

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Accountants Fees		nil	750.00	Not previously anticipated
Advertising	231.00	nil	231.00	
Bonding	135.00	nil	135.00	
Collection of Books and Records	20.00	nil	nil	
Storage of Books and Records	100.00	nil	51.31	
Stationery	2.50	nil	0.50	
Category 2 expenses				
Photocopying	5.00	nil	3.60	
Postage	2.50	nil	1.09	
<b>TOTAL</b>	<b>496.00</b>	<b>nil</b>	<b>1,172.50</b>	

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Quantuma LLP's current schedule of charge-out rates and chargeable disbursements referred to above. Creditors approved the payment of Category 2 disbursements on these bases on 18 March 2016.

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

- the original fees estimate has been exceeded; and
- the original expenses estimate has been exceeded.

The main reasons why the fees estimate has been exceeded is due to the liquidation having to be kept open awaiting HM Revenue & Customs finalising their investigations. However, given the limited realisations anticipated in this case, the Joint Liquidators do not propose to draw fees in excess of the fees estimate

#### **Other professional costs**

##### **Accountants**

As previously advised, Windsor Accountancy Limited were instructed by the Joint Liquidators to assist with the preparation of the Statement of Affairs.

The Accountants fees total £1,050 and to date they have been paid the sum of £750. As soon as further funds are received, a further £300 plus VAT will be paid to them.



All professional costs are reviewed and analysed before payment is approved

**Creditors' right to request information**

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

**Creditors' right to challenge remuneration and/or expenses**

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports

**Future of the Liquidation**

As soon as the tax matters have been finalised the Joint Liquidators will proceed to close the liquidation

Should you have any queries in regard to any of the above please do not hesitate to contact Nina Sellars on 01628 478100 or by e-mail at [Nina.Sellars@Quantuma.com](mailto:Nina.Sellars@Quantuma.com)

**Chris Newell**  
**Joint Liquidator**

**EBV ASSOCIATES LIMITED  
(IN LIQUIDATION)****STATUTORY INFORMATION**

Company Name	EBV Associates Limited
Trading Address	2 <sup>nd</sup> Floor Elizabeth House, 18-20 Sheet Street, Windsor, Berkshire, SL4 1BG
Proceedings	In Liquidation
Date of Appointment	18 March 2016
Joint Liquidators	Chris Newell Frank Wessely Quantuma LLP 81 Station Road, Marlow, Bucks, SL7 1NS
Change in Office Holder	On 30 <sup>th</sup> April 2018 Chris Newell replaced Peter Hughes-Holland by Order of the Court
Registered office Address	c/o Quantuma LLP 81 Station Road, Marlow, Bucks, SL7 1NS
Company Number	06341488
Incorporation Date	13/08/2007

**Appendix 2**

**EBV ASSOCIATES LIMITED  
(IN LIQUIDATION)**

**THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT  
AS AT 17 MARCH 2019**

**EBV Associates Limited**  
**(In Liquidation)**

**Joint Liquidators' Summary of Receipts and Payments**

<b>RECEIPTS</b>	<b>Statement of Affairs (£)</b>	<b>From 18/03/2016 To 18/03/2018 (£)</b>	<b>From 18/03/2018 To 17/03/2019 (£)</b>	<b>Total (£)</b>
Bank Interest Gross		1.20	0.00	1.20
Contribution to Costs		2,931.60	0.00	2,931.60
		<b>2,932.80</b>	<b>0.00</b>	<b>2,932.80</b>
<b>PAYMENTS</b>				
Office Holders Fees		1,760.00	0.00	1,760.00
Accountants fees		750.00	0.00	750.00
Photocopying		3.60	0.00	3.60
Postage		1.09	0.00	1.09
Stationery		0.50	0.00	0.50
Statutory Advertising		231.00	0.00	231.00
HM Revenue & Customs (PAYE IT)	(40,000.00)	0.00	0.00	0.00
HM Revenue & Customs (NI)	(16,827.33)	0.00	0.00	0.00
Director's Loan Account	(6,000.00)	0.00	0.00	0.00
Ordinary Shareholders	(1,203.00)	0.00	0.00	0.00
Vat Receivable		152.00	0.00	152.00
		<b>2,898.19</b>	<b>0.00</b>	<b>2,898.19</b>
<b>Net Receipts/(Payments)</b>		<b>34.61</b>	<b>0.00</b>	<b>34.61</b>
<b>MADE UP AS FOLLOWS</b>				
Bank 1 Current		34.61	0.00	34.61
		<b>34.61</b>	<b>0.00</b>	<b>34.61</b>

Chris Newell  
Joint Liquidator

**EBV ASSOCIATES LIMITED  
(IN LIQUIDATION)**

**Appendix 3**

**THE JOINT LIQUIDATORS' TIME COSTS FOR THE REVIEW PERIOD**



# Time Entry - Detailed SIP9 Time & Cost Summary

6001062 - EBV Associates Limited  
From 18/03/2018 To 17/03/2019  
Project Code POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 Administration & Planning	0.10	0.00	0.00	0.40	0.50	73.00	146.00
104 General Administration	0.00	0.20	0.00	0.00	0.20	50.00	250.00
105 Case strategy / Review	0.80	1.09	1.00	0.00	2.89	705.00	243.94
106 VAT & CT matters and returns	0.00	0.00	1.30	0.00	1.30	223.00	171.54
506 Tax / VAT	0.80	0.00	0.80	0.00	1.60	400.00	250.00
<b>Admin &amp; Planning</b>	<b>1.70</b>	<b>1.29</b>	<b>3.10</b>	<b>0.40</b>	<b>6.49</b>	<b>1,451.00</b>	<b>223.57</b>
600 Cashiering	0.00	0.00	0.00	0.90	0.90	112.50	125.00
<b>Cashiering</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.90</b>	<b>0.90</b>	<b>112.50</b>	<b>125.00</b>
211 Annual / Progress report	0.60	0.40	5.40	0.00	6.40	1,120.00	175.00
<b>Creditors</b>	<b>0.60</b>	<b>0.40</b>	<b>5.40</b>	<b>0.00</b>	<b>6.40</b>	<b>1,120.00</b>	<b>175.00</b>
400 Realisation of Assets	1.90	0.00	0.00	0.00	1.90	665.00	350.00
<b>Realisation of Assets</b>	<b>1.90</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.90</b>	<b>665.00</b>	<b>350.00</b>
<b>Total Hours</b>	<b>4.20</b>	<b>1.69</b>	<b>8.50</b>	<b>1.30</b>	<b>15.69</b>	<b>3,348.50</b>	<b>213.42</b>

**APPENDIX 4**

**EBV ASSOCIATES LIMITED  
(IN LIQUIDATION)**

**THE JOINT LIQUIDATORS' TIME COSTS FOR THE WHOLE PERIOD OF THE LIQUIDATION**

# Time Entry - Detailed SIP9 Time & Cost Summary

6001062 - EBV Associates Limited  
From 18/03/2016 To: 17/03/2019  
Project Code POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 Administration & Planning	1.60	0.00	1.30	5.30	8.20	1,296.50	158.11
100A Initial Statutory & General Notifications & Filing	0.00	0.60	0.00	0.10	0.70	160.00	228.57
102 Scheduling records	0.00	0.00	0.00	0.40	0.40	40.00	100.00
103 IPS Case / File set up/ Filing	0.00	0.00	0.20	1.30	1.50	160.00	106.67
104 General Administration	0.00	0.20	0.00	2.00	2.20	242.00	110.00
105 Case strategy / Review	2.00	1.41	7.00	2.50	12.91	2,355.00	182.42
106 VAT & CT matters and returns	0.00	0.00	1.90	0.00	1.90	313.00	164.74
506 Tax / VAT	0.80	0.00	2.60	0.00	3.40	670.00	197.06
<b>Admin &amp; Planning</b>	<b>4.40</b>	<b>2.21</b>	<b>13.00</b>	<b>11.60</b>	<b>31.21</b>	<b>5,236.50</b>	<b>167.78</b>
600 Cashiering	0.00	0.00	0.00	7.30	7.30	912.50	125.00
<b>Cashiering</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.30</b>	<b>7.30</b>	<b>912.50</b>	<b>125.00</b>
650 Closing Procedures	0.00	0.00	0.80	0.00	0.80	120.00	150.00
<b>Closing Procedures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.80</b>	<b>0.00</b>	<b>0.80</b>	<b>120.00</b>	<b>150.00</b>
201 Creditors	0.00	0.00	0.20	2.50	2.70	280.00	103.70
203 Creditor correspondence / Call	0.00	0.30	0.00	0.00	0.30	75.00	250.00
204A Dealing with Pension Schemes	0.00	0.00	0.00	0.40	0.40	40.00	100.00
206 Final report	0.00	0.30	1.20	0.00	1.50	255.00	170.00
211 Annual / Progress report	0.60	0.80	12.60	0.00	14.00	2,300.00	164.29
<b>Creditors</b>	<b>0.60</b>	<b>1.40</b>	<b>14.00</b>	<b>2.90</b>	<b>18.90</b>	<b>2,950.00</b>	<b>156.08</b>
300 Investigations	0.80	0.00	0.20	0.00	1.00	310.00	310.00
301 CDDA Reports	0.00	0.40	1.90	0.00	2.30	385.00	167.39
<b>Investigations</b>	<b>0.80</b>	<b>0.40</b>	<b>2.10</b>	<b>0.00</b>	<b>3.30</b>	<b>695.00</b>	<b>210.61</b>
400 Realisation of Assets	3.10	0.00	0.00	0.00	3.10	1,085.00	350.00
<b>Realisation of Assets</b>	<b>3.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.10</b>	<b>1,085.00</b>	<b>350.00</b>
<b>Total Hours</b>	<b>8.90</b>	<b>4.01</b>	<b>29.90</b>	<b>21.80</b>	<b>64.61</b>	<b>10,999.00</b>	<b>170.24</b>

**EBV ASSOCIATES LIMITED  
(IN LIQUIDATION)**

**DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING  
THE REVIEW PERIOD**

Description of work undertaken	Includes
<b>ADMINISTRATION &amp; PLANNING</b>	
Administration & Planning	
General correspondence & dealing with all routine correspondence and emails relating to the case	
Case strategy & completing file reviews	Discussions regarding strategies to be pursued Meetings with team members to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Corporation Tax matters and returns	Preparation and filing of Corporation Tax Returns
<b>CREDITORS</b>	
Creditors	
Dealing with creditor correspondence, emails and telephone enquiries	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Annual Progress Reports	Preparing, circulating and filing progress reports.
<b>REALISATION OF ASSETS</b>	
Realisation of Assets	
<b>CASHIERING</b>	
Dealing, opening and closing the Office Holders' bankbook and bank account	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with deposit forms	Banking remittances where applicable
Bank Reconciliations	Bank reconciliations where applicable
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory receipts and payments accounts at Companies House
<b>CLOSING PROCEDURES</b>	
Filing final statutory returns at Companies House/Court	

Current Charge-out Rates of the staff working on the case

**Time charging policy**

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken  
Support staff include secretarial and administrative support

The minimum unit of time recorded is 6 minutes.  
Rates are likely to be subject to periodic increase

<b>Staff</b>	<b>Charge out rates £</b>
Partners	350.00
Senior Manager	250.00
Assistant Manager	185.00
Senior Administrator	175.00
Administrator	150.00
Assistant Administrator	100.00
Case Accountant	125.00
Support Staff/Executive Assistant	95.00