

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

THURSDAY



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31/12/2020

#318

COMPANIES HOUSE

in, please
at
ieshouse

1 Company details

Company number 0 6 5 5 8 5 5 2

Company name in full 101 Retail Ltd

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Nick

Surname Brierley

3 Liquidator's address

Building name/number Regency House

Street 45-53 Chorley New Road

Post town Bolton

County/Region

Postcode B L 1 4 Q R

Country

4 Liquidator's name ①

Full forename(s) Jason Mark

Surname Elliott

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number Regency House

Street

Post town 45-53 Chorley New Road

County/Region Bolton

Postcode B L 1 4 Q R

Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ14

Notice of final account prior to dissolution in CVL

6 Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

7 Final account

☒ I attach a copy of the final account.

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d1

^d7

^m1

^m2

^y2

^y0

^y2

^y0



**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 **Kate Spencer**

Company name **Cowgill Holloway Business**

Recovery LLP

Address **Regency House**

45-53 Chorley New Road

Post town **Bolton**

County/Region

Postcode **B L 1 4 Q R**

Country

DX

Telephone **0161 827 1200**

**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 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

Continuation page

Name and address of insolvency practitioner

✓ **What this form is for**
Use this continuation page to tell us about another insolvency practitioner where more than 2 are already jointly appointed. ①
Attach this to the relevant form.
Use extra copies to tell us of additional insolvency practitioners.

✗ **What this form is NOT for**
You can't use this continuation page to tell us about an appointment, resignation, removal or vacation of office.

→ **Filling in this form**
Please complete in typescript or in bold black capitals.
All fields are mandatory unless specified or indicated by *

1 Appointment type

Tick to show the nature of the appointment:

- ☐ Administrator
- ☐ Administrative receiver
- ☐ Receiver
- ☐ Manager
- ☐ Nominee
- ☐ Supervisor
- ☒ Liquidator
- ☐ Provisional liquidator

① You can use this continuation page with the following forms:
- VAM1, VAM2, VAM3, VAM4, VAM6, VAM7
- CVA1, CVA3, CVA4
- AM02, AM03, AM04, AM05, AM06, AM07, AM08, AM09, AM10, AM12, AM13, AM14, AM19, AM20, AM21, AM22, AM23, AM24, AM25
- REC1, REC2, REC3
- LIQ2, LIQ3, LIQ05, LIQ13, LIQ14, WU07, WU15
- COM1, COM2, COM3, COM4
- NDISC

2 Insolvency practitioner's name

Full forename(s)

Craig

Surname

Johns

3 Insolvency practitioner's address

Building name/number

Regency House

Street

Post town

45-53 Chorley New Road

County/Region

Bolton

Postcode

B L 1 4 Q R

Country



101 Retail Ltd Trading As: Latex 101
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments
From 29 August 2019 To 20 October 2020

Statement of Affairs		£	£
4,500.00	FIXED CHARGE RECEIPTS Book Debts	NIL	NIL
(4,500.00)	SECURED CREDITORS Ultimate Finance Ltd	NIL	NIL
Uncertain NIL	FLOATING CHARGE RECEIPTS Inter-Company Balance- 101 KFT	5,000.00	
	Shares - 101 KFT	1.00	
	Duty Refund	2,000.00	
2,132.65	Cash at Bank	2,132.65	
10,000.00	Cash held by agent	10,000.00	19,133.65
	FLOATING CHARGE PAYMENTS Specific Bond	48.00	
	Joint Liquidators' Pre-Appointment Fees	6,500.00	
	Joint Liquidators' Fees	5,000.00	
	Agent's Fees	2,000.00	
	Statutory Advertising	174.96	
	Close Finance Liability	1,795.84	
	Bank Charges	15.00	(15,533.80)
(12,000.00)	PREFERENTIAL CREDITORS Employee Claims-Wage Arrears&Hol Pay (9	NIL	NIL
(49,820.83)	UNSECURED CREDITORS Trade & Expense Creditors	NIL	
(23,814.00)	Employee Claims-Redundancy & PILON (9)	NIL	
(32,471.48)	Director's Loan Account	NIL	
(14,000.00)	HMRC Combined	NIL	NIL
(100.00)	DISTRIBUTIONS Ordinary Shareholders	NIL	NIL
(120,073.66)			3,599.85
	REPRESENTED BY		
	VAT Receivable		4,735.00
	HB Bank 1 – Non Interest Bearing		864.85
	VAT Payable		(2,000.00)
			3,599.85

101 RETAIL LTD LATEX 101 (THE COMPANY) - IN LIQUIDATION

COMPANY NUMBER - 06558552

THE INSOLVENCY ACT 1986

Notice of Final Account under R6.28 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.
- 2 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 Joint Liquidators provide further information about their remuneration or expenses included within the final account.
- 3 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 Joint Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Liquidators, as set out in the final account, are excessive.
- 4 A creditor may object to the release of the Joint Liquidators by giving notice in writing to the Joint 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.
- 5 The Joint Liquidators will vacate office under s171 of the Insolvency Act 1986 on delivering the final account to the Registrar of Companies at the end of the above period. The notice delivered will state whether any creditor has objected to the Joint Liquidators' release.
- 6 The Joint Liquidators will be released under s173 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 Joint Liquidators will apply to the Secretary of State for his release in the alternative.

Date: 26 October 2020



Nick Brierley - Joint Liquidator

Nick Brierley, Craig Johns and Jason Mark Elliott, the Joint Liquidators whose address is Regency House, 45-53 Chorley New Road, Bolton, BL1 4QR may be contacted at this address or by telephone on 0161 827 1200 or via email at Kate.Spencer@cowgills.co.uk



Joint Liquidators' Final Account to Creditors and Members

**101 Retail Ltd T/A Latex 101
- In Liquidation**

26 October 2020

cowgills

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- 1** Introduction
- 2** Joint Liquidators' Receipts and Payments
- 3** Work undertaken by the Joint Liquidators
- 4** Outcome for Creditors
- 5** Joint Liquidators' Remuneration & Expenses
- 6** Conclusion

APPENDICES

- A** Joint Liquidators' Receipts and Payments Account for the Period from 29 August 2020 to 20 October 2020 together with a Cumulative Receipts and Payments Account for the Period from 29 August 2019 to 20 October 2020;
- B** Joint Liquidators' Time Analysis for the Period from 29 August 2020 to 20 October 2020;
- C** Joint Liquidators' Cumulative Time Analysis for the Period from 29 August 2019 to 20 October 2020;
- D** Additional Information in Relation to the Joint Liquidators' Fees, Expenses & Disbursements

1 Introduction

- 1.1 I, Nick Brierley, of Cowgill Holloway Business Recovery LLP, Regency House, 45-53 Chorley New Road, Bolton, BL1 4QR (**'CHBR'**) was appointed Joint Liquidator of 101 Retail Ltd T/A Latex 101 (**'the Company'**) along with my colleagues Jason Mark Elliott and Craig Johns on 29 August 2019. The affairs of the Company are now fully wound-up and this is our final account of the Liquidation, which covers the period since our last progress report (**'the Period'**).
- 1.2 Information about the way that we will use, and store personal data in relation to Insolvency appointments can be found at <https://www.cowgills.co.uk/services/business-recovery/privacy-notice/>. If you are unable to download this, please contact our office and a hard copy will be provided to you.
- 1.3 This report should be read in conjunction with the Directors' (SIP 6) Report and Statement of Affairs (**'SOA'**) delivered to creditors prior to the decision date and our first annual progress report which is being issued to creditors concurrently with this report.
- 1.4 The trading address of the Company was 73A Station Road, Armadale, Bathgate, EH48 3LJ. The business traded under the name Latex 101.
- 1.5 The registered office of the Company was changed to Regency House, 45-53 Chorley New Road, Bolton, BL1 4QR and its registered number is 06558552.

2 Joint Liquidators' Receipts and Payments

- 2.1 At Appendix A, we have provided an account of our Receipts and Payments for the Period with a comparison to the SOA values, together with a Cumulative account since our appointment, which provides details of the remuneration charged and expenses incurred and paid by the Joint Liquidators.

3 Work undertaken by the Joint Liquidators

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

Administration (including statutory compliance & reporting)

- 3.2 As you may be aware, the Joint Liquidators must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work we anticipated undertaking in this regard was outlined previously and we would confirm that in this period of the Liquidation, the only matters that have affected the costs to any particular extent relate to, but is not limited to, realisation of the Company's assets, dealing with general creditor queries and correspondence, production of monthly bank reconciliations and producing and posting income and expenditure vouchers.
- 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 Joint Liquidators.

- 3.4 As noted in our initial fees estimate/information, this work has not necessarily brought any financial benefit to creditors, but is work required on every case by statute.

Realisation of Assets

Cash at Bank

- 3.5 The sum of £2,133 was received from the Company's bankers Santander Plc on 15 October 2019 representing the closing balance in the Company account. No further realisations will be made in this regard.

Cash Held by Agent

- 3.6 The SIP 6 report detailed that it was understood that some of the Company's assets were disposed of by the Company in the 12-month period leading up to Liquidation. The Company website, stock held, an encumbered van and a laser cutter machine were sold to an unrelated party Peter Dominee on 09 August 2019 for £10,000.
- 3.7 The report detailed that the directors advised that Michael Booth of Lambert Smith Hampton ("LSH") provided independent advice to the Company in respect of this transaction which will be fully investigated by the appointed liquidator in due course.
- 3.8 Following our appointment, enquiries were made of LSH who confirmed that the sale was at fair value and at arms length. The residual sales funds were remitted to the Joint Liquidators on 23 September 2019 less £1,795.84 which was paid to Close Finance in respect to the outstanding finance on the vehicle. No further realisations will be made in this regard.

Duty Refund

- 3.9 The sum of £2,000 was received from LSH on 2 December 2019 in relation to a refund of duty paid on certain assets. No further realisations will be made in this regard.

Intercompany Balance & Shares – 101 KFT

- 3.10 The SIP 6 report detailed that there was an amount owed to the Company from the wholly-owned Hungarian subsidiary, 101 KFT, in the sum of £32,000. The Company owns the entire share capital of 101 KFT. 101 KFT is understood to be completely reliant on the Company for funding. Due to uncertainty in the recoverability of this balance or the value of the shares, the estimated to realise value was uncertain in the SOA.
- 3.11 Following our appointment, we were contacted by the purchaser of the assets, Peter Domenie, with an offer to purchase the shares of 101 KFT. An agreement was reached whereby a contribution would be made to the intercompany balance in the sum of £5,000 and the Company's interest in the shares would be purchased in the sum of £1. We consulted with LSH as to the suitability of the offer. LSH concluded that as the business of 101 KFT had no assets and was wholly dependent on the Company for funding, it would be unlikely that the Company had any value and no means of repaying the intercompany balance, they therefore confirmed that the offer was acceptable, especially when any litigation with 101 KFT would have to take place in Hungary, which would be very difficult and costly and would likely cost more than the recoverable debt itself. As such, this course of action was considered the best commercial outcome for the Liquidation. Furthermore, it is understood that that 101 KFT has experienced financial difficulties itself.

- 3.12 The sale was concluded and funds in the sum of £5,001 were received from Peter Domenie on 22 October 2019.

Unrealisable Assets

Book Debts subject to Invoice Discounting ("ID") Facility

- 3.13 The Company granted Ultimate Invoice Finance Limited ("**Ultimate**") a debenture incorporating a fixed and floating charge over the Company's assets which created on 9 December 2015 and registered on 16 December 2015. The charge was granted in relation to an ID facility and the fixed charge is held specifically over the Company's book debt ledger.
- 3.14 We detailed in the SIP 6 report that Ultimate had confirmed that the outstanding book debt ledger totals £4,500 and the remaining liability due to them was understood to be £4,500, exclusive of charges and termination fees.
- 3.15 No realisations have been made in this regard and we understand that Ultimate have suffered a shortfall; however, we are yet to receive confirmation of the quantum.

Creditors (claims and distributions)

- 3.16 Further information on the outcome for creditors in this case can be found at Section 4 of this report. The Joint 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 as well as dealing with the general handling of communications with stakeholders, such as customers and suppliers.
- 3.17 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal. We would confirm that in this case we have not received a claim from the RPS; however, there have been insufficient funds with which to pay a distribution. Further information in this regard can be found at Section 4 of this report.
- 3.18 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 the Joint Liquidators are required by statute to undertake this work. In this case we have not undertaken to agree creditor claims as there is no prospect of a distribution to unsecured creditors.

Investigations

- 3.19 You may recall from our first progress report to creditors that some of the work the Joint Liquidators are required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 (CDDA 1986) and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Joint Liquidators can pursue for the benefit of creditors.
- 3.20 Our report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first year of the Liquidation and is confidential.

- 3.21 Since our last progress report we would advise that no further asset realisations have come to light that may be pursued by us for the benefit of creditors.

4 Outcome for Creditors

Secured Creditors

- 4.1 Ultimate Invoice Finance Limited holds a fixed and floating charge over the Company's assets. At the date of the Liquidation the indebtedness to the secured creditor was estimated at £4,500.
- 4.2 It is understood that Ultimate has suffered a shortfall; however, we have not received confirmation as to the quantum. There have been insufficient funds with which to facilitate a distribution to the Ultimate on account of any shortfall.

Preferential Creditors

- 4.3 Preferential claims in relation to monies owed to former employees of the Company for arrears of wages and unpaid holiday pay were included in the SOA in the sum of £12,000.
- 4.4 The Redundancy Payments Service ('RPS') has processed and paid the former employees the funds due preferentially to them. The RPS has not yet submitted a preferential claim in the Liquidation; however, there have been insufficient funds to make a preferential distribution to the RPS.

Unsecured Creditors

- 4.5 We have received one unsecured creditor claim totalling £628.
- 4.6 The Company granted a floating charge to Ultimate on 9 December 2019. Accordingly, under the provisions of s176A of the Insolvency Act 1986, we are required to create a fund out of the Company's net floating charge property for unsecured creditors (known as the **Prescribed Part**); however, as no distribution has been made to Ultimate, we would confirm that the value of the Company's net floating charge property is nil and therefore the prescribed part is not applicable.
- 4.7 Overall, we can confirm that the realisations in the Liquidation are insufficient to declare a dividend to the unsecured creditors after defraying the expenses of the proceedings. Pursuant to Rule 14.37 of the Insolvency (England and Wales) Rules 2016, we therefore give notice that there will be no ordinary unsecured dividend in the Liquidation.

5 Joint Liquidators' Remuneration & Expenses

- 5.1 Creditors approved by way of a decision by correspondence on 29 August 2020 that we could draw the sum of £3,250 plus VAT in respect to assisting in the preparation of the Statement of Affairs and seeking a decision of creditors on the nomination of a Liquidator and the sum of £3,250 plus VAT in respect to assistance given by Cowgill Holloway Business Recovery LLP to the Directors in seeking a decision of the Company's creditors over the nomination of a Liquidator which includes assistance with the preparation of the report to creditors on the Company's financial position. These fees have been drawn in full.

- 5.2 The basis of the Joint Liquidators' remuneration was approved on a time cost basis, capped at £14,215 on 4 October 2020 by way of a resolution by correspondence.
- 5.3 Our time costs for the Period are £660. This represents 3 hours at an average rate of £220 per hour. Attached at 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.
- 5.4 Also attached at Appendix C is a Cumulative Time Analysis for the Period from 29 August 2019 to 20 October 2020 which provides details of our time costs since the commencement of the Liquidation. These time costs total £9,099 which represents 72 hours at an average rate of £127 per hour.
- 5.5 A narrative explanation of the work undertaken by the Joint Liquidators during the Period can be found at Section 3 of this report and we would confirm that £8,600 plus VAT has been drawn against our total time costs since our appointment and that no further amounts will be drawn in the Liquidation.
- 5.6 You will recall that we provided creditors with our fees estimate prior to the agreement of the basis of our remuneration as time costs. We would confirm that it was not necessary during the Liquidation to seek further approval to increase this estimate.
- 5.7 Attached at Appendix D is additional information in relation to the Joint Liquidators' fees and the expenses and disbursements incurred in the Liquidation.
- 5.8 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <http://www.cowgills.co.uk/wp-content/uploads/2016/01/Creditors-Guide-to-Liquidators-Fees.pdf>.

6 Conclusion

- 6.1 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 Joint Liquidators.

Yours faithfully



Nick Brierley
Joint Liquidator

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Appendix A

Joint Liquidators' Receipts and Payments Account for the Period from 29 August 2020 to 20 October 2020 together with a Cumulative Receipts and Payments Account for the Period from 29 August 2019 to 20 October 2020

Statement of Affairs £		From 29/08/2020 To 26/10/2020 £	From 29/08/2019 To 26/10/2020 £
4,500.00	FIXED CHARGE RECEIPTS		
	Book Debts	NIL	NIL
		NIL	NIL
(4,500.00)	SECURED CREDITORS		
	Ultimate Finance Ltd	NIL	NIL
		NIL	NIL
2,132.65	FLOATING CHARGE RECEIPTS		
10,000.00	Cash at Bank	NIL	2,132.65
	Cash held by agent	NIL	10,000.00
	Duty Refund	NIL	2,000.00
Uncertain	Inter-Company Balance- 101 KFT	NIL	5,000.00
NIL	Shares - 101 KFT	NIL	1.00
		NIL	19,133.65
	FLOATING CHARGE PAYMENTS		
	Agent's Fees	NIL	2,000.00
	Bank Charges	NIL	15.00
	Close Finance Liability	NIL	1,795.84
	Joint Liquidators' Fees	3,599.85	8,599.85
	Joint Liquidators' Pre-Appointment Fees	NIL	6,500.00
	Specific Bond	NIL	48.00
	Statutory Advertising	NIL	174.96
		(3,599.85)	(19,133.65)
(12,000.00)	PREFERENTIAL CREDITORS		
	Employee Claims-Wage Arrears&Hol Pay (9)	NIL	NIL
		NIL	NIL
(32,471.48)	UNSECURED CREDITORS		
(23,814.00)	Director's Loan Account	NIL	NIL
(14,000.00)	Employee Claims-Redundancy & PILON (9)	NIL	NIL
(49,820.83)	HMRC Combined	NIL	NIL
	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
(100.00)	DISTRIBUTIONS		
	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(120,073.66)		(3,599.85)	0.00
	REPRESENTED BY		
			NIL

101 RETAIL LTD T/A LATEX 101 - IN LIQUIDATION

Appendix B

Joint Liquidators' Time Analysis for the Period from 29 August 2020 to 20 October 2020

	Partner	Director	Manager	Senior Administrator	Administrator	Junior Administrator	Trainee	Cashier	Total hours	Total Cost £	Average Cost £
101 Retail Limited											
Administration (inc statutory compliance & reporting)	-	1.00	-	2.00	-	-	-	-	3.00	660.00	220.00
Case specific matters (where applicable)	-	-	-	-	-	-	-	-	-	-	-
Creditors (claims & distributions)	-	-	-	-	-	-	-	-	-	-	-
Investigations	-	-	-	-	-	-	-	-	-	-	-
Pre Appointment General Admin	-	-	-	-	-	-	-	-	-	-	-
Realisation of assets	-	-	-	-	-	-	-	-	-	-	-
Trading (where applicable)	-	-	-	-	-	-	-	-	-	-	-
Total Hours	-	1.00	-	2.00	-	-	-	-	3.00	660.00	220.00
Current Chargeout Rates	375.00	300.00	250.00	180.00	150.00	100.00	30.00	120.00			



101 RETAIL LTD T/A LATEX 101 - IN LIQUIDATION

Appendix C

Joint Liquidators' Cumulative Time Analysis for the Period from 29 August 2019 to 20 October 2020

				Senior		Junior			Total	Total Cost	Average
	Partner	Director	Manager	Administrator	Administrator	Administrator	Trainee	Cashier	hours	£	Cost
101 Retail Ltd											
Administration (inc statutory compliance & reporting)	-	3.30	2.70	3.50	6.30	35.43	-	2.80	54.03	7,119.33	131.76
Case specific matters (where applicable)	-	-	-	-	-	-	-	-	-	-	-
Creditors (claims & distributions)	-	-	-	-	-	-	-	-	-	-	-
Investigations	-	-	-	-	-	13.50	-	-	13.50	1,350.00	100.00
Pre Appointment General Admin	-	-	-	-	-	-	-	-	-	-	-
Realisation of assets	-	1.00	-	-	-	3.30	-	-	4.30	630.00	-
Trading (where applicable)	-	-	-	-	-	-	-	-	-	-	-
Total Hours	-	4.30	2.70	3.50	6.30	52.23	-	2.80	71.83	9,099.33	126.67
Current Chargeout Rates	375.00	300.00	250.00	180.00	150.00	100.00	30.00	120.00			

Joint Liquidators' Final Account

Appendix D

Additional Information in Relation to the Joint Liquidators' Fees, Expenses & Disbursements

1 Staff Allocation and the Use of Sub-Contractors

- 1.1 The general approach to resourcing our 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 a Partner, 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 We have not utilised the services of any sub-contractors 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
Lamber Smith Hamtom (valuation and disposal advice)	Hourly rate and disbursements

- 2.2 Our choice was based on our 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 Joint Liquidators' Expenses & Disbursements

- 3.1 The estimate of expenses (including disbursements) which were anticipated at the outset of the Liquidation was provided to creditors when the basis of our fees were approved, a copy of which is set out below:

Expense	Estimated cost £
Statutory advertising	169.20 plus VAT
Specific penalty bond	30
External storage of company's books and records	29.50 plus VAT
Agent's Fees	500 plus VAT

Summary of the Joint Liquidators' Expenses

- 3.2 A summary of the expenses paid by the Joint Liquidators during the Period can be found in the Receipts and Payments account at Appendix A together with an outline of the total expenses paid during the Liquidation.
- 3.3 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case.
- 3.4 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Joint Liquidators' fees were approved by creditors.

4 Charge-Out Rates

- 4.1 Cowgill Holloway Business Recovery LLP's current charge-out rates effective from March 2012 are detailed below.

Staff Grade	Rate per Hour
Partner	£375
Consultant	£300
Director	£300
Manager	£250
Senior Administrator	£180
Administrator	£150
Cashier/Support	£120
Junior Administrator	£100

- 4.2 Please note this firm records its time in minimum units of 6 minutes