

# WU07

## Notice of progress report in a winding-up by the court



Companies House

SATURDAY



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07/12/2019

#252

COMPANIES HOUSE

### 1 Company details

Company number 0 6 6 3 4 1 2 1

Company name in full E M Laboratories Limited

→ Filling in this form  
Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) James Ashley

Surname Dowers

### 3 Liquidator's address

Building name/number 5 Prospect House

Street Meridians Cross

Post town Ocean Way

County/Region SOUTHAMPTON

Postcode S O 1 4 3 T J

Country

### 4 Liquidator's name

Full forename(s)

Surname

① Other liquidator  
Use this section to tell us about  
another liquidator.

### 5 Liquidator's address

Building name/number

Street

Post town

County/Region

Postcode

Country

② Other liquidator  
Use this section to tell us about  
another liquidator.

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**6** Period of progress report

From date	<sup>d</sup> 1	<sup>d</sup> 2	<sup>m</sup> 1	<sup>m</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8
To date	<sup>d</sup> 1	<sup>d</sup> 1	<sup>m</sup> 1	<sup>m</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9

**7** Progress report

☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X



X

Signature date

<sup>d</sup> 0	<sup>d</sup> 5	<sup>m</sup> 1	<sup>m</sup> 2	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9
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**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 **Liam Burrows**Company name **CVR Global LLP**Address **5 Prospect House****Meridians Cross**Post town **Ocean Way**County/Region **Southampton**Postcode **S O . 1 4 3 T J**

Country

DX

Telephone **023 8033 5888****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)**

**ANNUAL PROGRESS REPORT FOR THE PERIOD 12 OCTOBER 2018 TO 11 OCTOBER 2019**

**E M LABORATORIES LIMITED - IN LIQUIDATION**

**COMPANY NO: 06634121**

**IN THE BRIGHTON COUNTY COURT NO. 197 OF 2014**

**CVR Global LLP  
5 Prospect House  
Meridians Cross  
Ocean Way  
Southampton  
SO14 3TJ  
Telephone Number: 023 8033 5888  
E Mail: [|burrows@cvr.global](mailto:|burrows@cvr.global)**

This report has been prepared for the sole purpose of updating the 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 creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

## ANNUAL PROGRESS REPORT OF E M LABORATORIES LIMITED - IN LIQUIDATION

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**1. EXECUTIVE SUMMARY**

A summary of key information in this report is detailed below.

**Assets**

<b>Asset</b>	<b>Estimated to realise per Statement of Affairs £</b>	<b>Realisations to date £</b>	<b>Anticipated future realisations £</b>	<b>Total anticipated realisations £</b>
Antecedent Transactions	Nil	Nil	Uncertain	Uncertain
Petitioner's Deposit	Nil	1,165	Nil	1,165

**Expenses**

<b>Expense</b>	<b>Expense incurred to date £</b>	<b>Anticipated further expense to closure £</b>	<b>Total anticipated expense £</b>
Liquidator's fees	33,309	10,000	43,309
Bank Charges	352	88	440
Official Receiver's Disbursements	228	Nil	Nil
Official Receiver's Remuneration	2,235	Nil	Nil
Solicitors' fees	6,090	5,000	11,090
All other expenses	512	100	612

**Dividend prospects**

<b>Creditor class</b>	<b>Distribution / dividend paid to date £</b>	<b>Anticipated distribution / dividend, based upon the above £</b>
Secured creditor	N/a	N/a
Preferential creditors	N/a	N/a
Unsecured creditors	Nil	Nil

**Summary of key issues outstanding**

The primary issues that remain outstanding in order to bring this case to a conclusion, are as follows:

- Recovery of monies from the directors and other parties which are owed to the Company

**Closure**

Due to the issues outstanding as listed above, it is currently not known when this matter will be brought to conclusion. Further information will be provided to creditors in future reports.

## **2. GENERAL ADMINISTRATION**

### **Statutory information**

Statutory information may be found at Appendix 1.

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

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

During the Review Period, the following key documents have been issued:

- This progress report.

### **Other administration tasks**

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

- Case reviews;
- Undertaking and maintaining Liquidator's bond;
- Correspondence with our solicitors regarding the investigation and enforcement of claims against the directors and third parties;
- Maintenance of the estate bank account; and
- Preparation and submission of post appointment VAT and Corporation Tax returns.

## **3. ENQUIRIES AND INVESTIGATIONS**

During the Review Period, the Liquidator has continued his review of the Company's affairs relating to the period prior to appointment. This has included seeking further information from the directors and third party and undertaking a review of additional records received from various sources.

These investigations are ongoing with a view to recovery of funds for the benefit of creditors. The likelihood of any recovery remains uncertain.

## **4. REALISATION OF ASSETS**

There has been no realisations in the Review Period.

### **Potential Antecedent Transactions**

As detailed above, the Liquidator is investigating various matters relating to the directors and other parties connected to the Company. These investigations primarily relate to overdrawn directors' loan accounts and additional payments that were made from the Company throughout the pre-appointment period.

*In addition, the Liquidator is investigating potential claims against the directors of the Company for misfeasance.*

The Liquidator had previously instructed Husband Collection Services ("HCS") to pursue the outstanding amounts due to the Company. Unfortunately, HCS did not received a response from the directors and as such, the Liquidator has seen it necessary to engage solicitors to progress this matter.

The Liquidator had engaged Kyriakides & Braier solicitors who have agreed to assist the Liquidator on a fully insured CFA basis. However, the solicitor attending to this matter has retired from Kyriakides & Braier Solicitors and is now practicing at R S W Law.

The Liquidator's solicitors have made further enquiries of the directors and are to date yet to receive a response. Should no response be received shortly, the Liquidator will seek advice as to what action they can take to progress the claims against the directors and third parties.

Further information will be provided to creditors in future reports.

## **5. CREDITORS**

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

### **Secured creditors**

The Company has not granted any charges over its assets and as such there are no secured creditors.

### **Preferential creditors**

There are no known preferential creditors.

### **Unsecured creditors**

The trade and expense creditors as per the statement of affairs totalled £155,851. To date the Liquidator has received claims from six creditors in the sum of £107,847. This includes the claim of HM Revenue & Customs in the sum of £91,071. The Liquidator is still awaiting claims from seven creditors believed to be in the sum of £22,065.

### **Dividend prospects**

Based on current information it is anticipated that creditors will not receive a dividend in this matter. However, the Liquidator is yet to conclude his investigations into the affairs of the Company and as therefore dependent upon the outcome of these, a dividend is still possible.

Should sufficient funds be available to declare a distribution to creditors, further correspondence will be sent to creditors in due course.

## **6. FEES AND EXPENSES**

### **The Joint Liquidators' fees**

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



At the meeting of creditors convened for 6 January 2017, the following resolutions were proposed:

- i. That the liquidator be authorised to draw remuneration by reference to the time properly given by the office holder and his staff in attending to matters arising in the liquidation of up to and not exceeding £10,000 plus VAT for all statutory and regulatory enquiries including initial investigations in accordance with SIP2, general administrative and statutory work in relation to the liquidation, to be drawn from the asset realisations at the liquidator's discretion, as and when funds are available;
- ii. That the liquidator be authorised to draw additional remuneration by reference to the time properly given by the office holder and his staff in attending to matters arising in the liquidation, as detailed in the annual report to creditors, and be authorised to draw that remuneration and disbursements as and when funds allow;
- iii. That the Liquidator be authorised to draw an uplift of 100% on his time costs or such lesser sum as the creditors may agree with him. To be agreed prior to the uplift being drawn; and
- iv. Category 2 disbursements be drawn in accordance with the policy statement of the liquidators.

No proxies were received prior to the meeting and accordingly it was adjourned to 20 January 2017. Resolutions passed at the adjourned meeting were:

- i. That the Liquidator be authorised to draw remuneration by reference to the time properly given by the office holder and his staff in attending to matters arising in the liquidation of up to and not exceeding £10,000 plus VAT for all statutory and regulatory enquiries including initial investigations in accordance with SIP2, general administrative and statutory work in relation to the liquidation, to be drawn from the asset realisations at the liquidator's discretion, as and when funds are available.
- ii. That the liquidator be authorised to draw additional remuneration by reference to the time properly given by the office holder and his staff in attending to matters arising in the liquidation, as detailed in the annual report to creditors, and be authorised to draw that remuneration and disbursements as and when funds allow;
- iii. Category 2 disbursements be drawn in accordance with the policy statement of DDJ Insolvency Ltd.

As stated in the previous progress report, the Liquidator considered that it was appropriate to seek further fee approval from creditors to drawn fees over and above that agreed by creditors on 20 January 2017. As such the Liquidator convened a decision procedure by correspondence and requested creditors to vote on the following resolutions:

- i. That a liquidation committee be established if sufficient nominations are received
- ii. That the Liquidator be authorised to draw additional remuneration by reference to the time properly given by the officeholder and his staff in attending to matters arising in the Liquidation, as detailed in the annual report to creditors, and be authorised to draw that remuneration and disbursements as and when funds allow up to a maximum of £35,112.68

Following expiry of the decision procedure on 10 January 2019 creditors agreed that resolution (ii) was passed and that no creditors committee should be established.

Throughout the Review Period, 12 October 2018 to 11 October 2019, time costs have been incurred totalling £6,630 representing 21 hours at an average hourly rate of £316.

Throughout the period since appointment to 11 October 2019, total time costs incurred total £33,309 representing 130 hours at an average hourly rate of £256.

To date no fees have been drawn on account in respect of the resolutions agreed above. Further information, including a breakdown of the time costs incurred, can be found at Appendix 4.

### **Disbursements**

The disbursements that have been incurred and not yet paid during the period are detailed in the attached appendices. Also included in the attached appendices is a breakdown of the expenses incurred to date.

No category 1 disbursements have been paid throughout the Review Period. The total category 1 disbursements incurred total £5 and represent the reimbursement or payments made in relation to the assignment.

As above, no category 2 disbursements have been paid throughout the Review Period. The total category 2 disbursements incurred total £21.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' can be found at <https://www.r3.org.uk/index.cfm?page=1591>. A hard copy of both Guides may be obtained on request.

### **Other professional costs**

#### **Sub-contracted work**

No subcontractors have been employed throughout the Review Period.

#### **Debt collectors**

Specialist debt collection agents, Husband Collection Services were instructed on 19 September 2018 to recover sums owing to the Company.

Their fees have been agreed on a commission basis whereby they would receive 25% of all amounts recovered.

The Liquidator considers this fee basis fair and reasonable in the circumstances as the debts are aged and complex and by instructing HCS the Liquidator is not incurring excess time in recovery matters best pursued by specialist agents.

### **Solicitors**

## **Solicitors**

Kyriakides & Braier solicitors were instructed as legal advisors in relation to providing advice and assistance with regards to enforcement and realisation of claims against the directors of the Company and other connected parties. As stated above, this matter has now been transferred to R S W Law who will continue to assist the Liquidator on matters going forward. R S W Law's costs have been agreed on the same basis as Kyriakides & Braier Solicitors of their standard hourly charge out rates, plus disbursements and VAT on a fully insured CFA basis.

The solicitors' fees for the period 12 October 2018 to 11 October 2019 amount to £6,090. To date no sums have been paid to solicitors on account of their costs incurred.

## **7. CREDITORS' RIGHTS**

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Liquidator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

Please note that information relevant and useful to creditors can be found at the following website, [www.creditorinsolvencyguide.co.uk](http://www.creditorinsolvencyguide.co.uk) and <https://www.r3.org.uk/what-we-do/publications/professional/fees>. Hard copies of these publications are available on request by contacting the Liquidator's office.

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

The Company's centre of main interest was in Haywards Heath, West Sussex and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

## **9. CONCLUSION**

The case will remain open until such times the Liquidator is satisfied that all assets have been realised.

If you require any further information, please contact this office. CVR Global LLP's data privacy policy can be found at [www.cvr.global](http://www.cvr.global).

Signed

  
JAMES DOWERS

Liquidator

5 December 2019

**Statutory Information**

Court	In the Brighton County Court
Court number	197 of 2014
Company Name	E M Laboratories Limited
Former Trading Name	N/a
Company Number	06634121
Registered Office	CVR Global LLP, 5 Prospect House, Meridians Cross, Ocean Way, Southampton, SO14 3TJ
Former Registered Office	Sycamore Court, Brighton Road, Handycross, Haywards Heath, West Sussex, RH17 6BZ
Officeholders	James Ashley Dowers
Officeholders address	CVR Global LLP, 5 Prospect House, Meridians Cross, Ocean Way, SOUTHAMPTON, SO14 3TJ
Date of appointment	12 October 2015

**Appendix 2**

Receipts and Payments account for the period 12 October 2018 to 11 October 2019 and cumulatively since appointment

Statement of Affairs £	From 12/10/2018 To 11/10/2019 £	From 12/10/2015 To 11/10/2019 £
ASSET REALISATIONS		
Petitioner's Deposit	Nil	1,165.00
	Nil	1,165.00
COST OF REALISATIONS		
O.R. Disbursements	Nil	227.52
O.R. Remuneration	Nil	2,235.00
Bank Charges	88.00	352.00
	(88.00)	(2,814.52)
UNSECURED CREDITORS		
(116,141.20) Trade & Expense Creditors	NIL	NIL
	NIL	NIL
DISTRIBUTIONS		
(90.00) Ordinary Shareholders	NIL	NIL
	NIL	NIL
<b>(116,231.20)</b>	<b>(88.00)</b>	<b>(1,649.52)</b>
REPRESENTED BY		
ISA NIB		(1,649.52)
		<b>(1,649.52)</b>

## Appendix 3

Detailed list of work undertaken for E M Laboratories Limited in Liquidation for the Review Period  
12 October 2018 to 11 October 2019

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

<b>ADMINISTRATION AND PLANNING</b>	Work involved in this category relates mainly to routine and statutory functions. It does not necessarily provide financial benefit to creditors, but ensures that the case is managed and administered in accordance with legislation and in a professional manner. Specific work is detailed below:
Statutory/advertising	Filing of documents to meet statutory requirements
Document maintenance/file review/checklist	Filing of documents 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
Bank account administration	Bank account reconciliations Maintenance of the estate cash book
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider the ongoing practical, technical and legal aspects of the case
<b>INVESTIGATIONS</b>	The office holders are required to undertake an investigation in to the affairs of the company or individual prior to the commencement of the insolvency process. Occasionally such investigations identify further potential asset recoveries. Specific work is detailed below:
Examinations	Liaising with solicitor(s) regarding correspondence with directors
Litigation / Recoveries	Ongoing strategy meeting regarding instruction Liaising with solicitors regarding recovery actions
<b>REALISATION OF ASSETS</b>	This involves work in realising assets of the company or individual, which are known and stated in the statement of affairs. It may also include work involved in asset recoveries identified post appointment, which were either unknown or identified during the office holders' investigations. Specific work is detailed below:
Other assets / potential action against directors and connected parties	Liaising with solicitors regarding prospect of recovery and enforcement against directors and third parties Examining company records to support tax refunds
<b>CREDITORS</b>	This involves work in dealing with creditor queries and correspondence, including reports and where funds permit agreeing creditor claims and provision of dividends to creditors. This may also involve assisting employees. Specific work is detailed below:
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post
Creditor reports	Preparing annual progress report, investigation, meeting and general reports to creditors Disclosure of sales to connected parties
Creditors' decisions	Preparation of decision notices, proxies/voting forms Collate and examine proofs and proxies/votes to establish decisions Consider objections received and requests for physical meeting or other decision procedure (For example virtual meeting) Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following decisions Issuing notice of result of decision process
<b>OTHER CASE SPECIFIC MATTERS</b>	
Post Appointment Tax and VAT Matters	Preparing and submission of post appointment VAT and Corporation Tax Returns Liaising with HM Revenue & Customs regarding the submission of post appointment VAT and Corporation Tax Returns

## Current Charge-out Rates for the firm

## Time charging policy

Charge-out rates are normally reviewed annually when rates are adjusted to reflect such matters as inflation; increases in direct wage costs; and changes to indirect costs such as Professional Indemnity Insurance. It is the firm's policy for the cashier's time spent on an assignment to be charged to the case. However, secretarial and office admin support time is charged only in respect of identifiable blocks of time devoted to the case where we consider it to be viable to do so. All time is recorded in 6 minute units.

## ANNUAL PROGRESS REPORT OF E M LABORATORIES LIMITED - IN LIQUIDATION

Staff	Charge out rates £
Insolvency Practitioner/Partners	390-495
Consultants	390-495
Directors	360-390
Associate Directors	330-360
Managers	300-330
Assistant Manager	290-310
Senior Executive	240-275
Executive	155-190
Cashier	135-185
Secretarial/Admin/Analyst	90-125

### **Direct expenses ("Category 1 Disbursements")**

Category 1 disbursements as defined by SIP 9, which can be specifically identified as relating to the administration of the case, will be charged to the estate at cost, with no uplift. These include but are not limited to such items as advertising our appointment, meetings and requesting claims from creditors, storage in relation to the books and records of the company or individuals and the assignment records, online reporting facilities in relation to the uploading of documents and reports for creditors, bonding and other insurance premiums to protect the estate and its assets, and properly reimbursed expenses incurred by personnel in connection with the case.

### **Indirect expenses ("Category 2 Disbursements")**

It is our normal practice to also charge the following indirect disbursements ("Category 2 Disbursements as defined by SIP 9) to the case, where appropriate:

#### **Circulars to creditors:**

Plain/headed paper including photocopying	12p per side
Envelopes	12p each
Postage	Actual cost

#### **Room Hire**

For the convenience of creditors and to save the cost of booking an outside hotel room, meetings of creditors are occasionally held internally at our offices. Where meetings of creditors are held in one of our internal meeting rooms, a charge of £100 plus VAT may be levied to cover the cost of booking the room.

#### **Travel**

Mileage incurred as a result of any necessary travelling is charged to the estate at the H M Revenue & Customs approved rate, currently 45p per mile.

All of the above costs are subject to amendment by the firm at any time and if amended will be notified to creditors with the next circular sent to all creditors.

#### **Company Searches & Electronic Verification of Identity**

Included in expense and/or disbursements, Company Searches and electronic Verification of Identity include an element of shared costs. Such expenses are of an incidental nature but are generally incurred on each case. In line with the cost of the external provision of such services, a charge of £15 plus VAT is levied to cover the cost of these searches.

**Appendix 4**

Actual time cost information for period 12 October 2018 to 11 October 2019 and cumulatively since appointment

Time and Chargeout Summary for the period 12/10/2018 to 11/10/2019							
Classification of work function	Hours					Time Cost £	Average hourly rate £
	Partner / Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Administration & Planning	1.30	0.80	2.20	1.20	5.50	1,491.50	271.18
Investigations	3.40	3.40	1.00	0.00	8.70	3,158.00	362.99
Realisation of Assets	0.00	0.30	0.20	0.00	0.50	147.00	294.00
Creditors	0.80	0.10	3.10	0.00	4.00	1,169.00	292.25
Case Specific Matters	0.80	0.00	1.70	0.00	2.30	664.50	288.91
<b>Total Hours</b>	<b>6.10</b>	<b>4.60</b>	<b>9.10</b>	<b>1.20</b>	<b>21.00</b>	<b>6,630.00</b>	<b>315.71</b>
<b>Total fees Claimed</b>	<b>3,019.50</b>	<b>1,381.00</b>	<b>2,109.00</b>	<b>120.50</b>	<b>6,630.00</b>		

Time and Chargeout Summary for the period 12/10/2015 to 11/10/2019							
Classification of work function	Hours					Time Cost £	Average hourly rate £
	Partner / Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Administration & Planning	2.60	4.20	3.10	7.10	17.00	4,756.00	279.76
Investigations	5.30	4.50	2.10	1.80	13.70	4,919.50	359.09
Realisation of Assets	0.00	0.30	1.80	0.00	2.10	531.00	252.86
Creditors	1.20	0.10	4.00	12.90	18.20	4,524.50	248.60
Case Specific Matters	0.80	0.30	1.70	0.30	2.90	828.50	286.03
<b>Total Hours</b>	<b>9.70</b>	<b>9.40</b>	<b>12.70</b>	<b>22.10</b>	<b>53.90</b>	<b>15,560.50</b>	<b>288.69</b>
<b>Total fees Claimed</b>	<b>4,801.50</b>	<b>2,859.00</b>	<b>3,084.50</b>	<b>4,805.50</b>	<b>15,560.50</b>		



ANNUAL PROGRESS REPORT OF E M LABORATORIES LIMITED - IN LIQUIDATION

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
202 Set up Administration	0.60	2.50	0.00	1.50	4.60	1,094.50	237.93
203 Post appointment VAT and CT	0.00	0.20	0.00	0.00	0.20	81.00	305.00
206 General case administration, billing filing	1.10	0.40	0.00	7.50	9.40	2,143.50	228.03
<b>Admin &amp; Planning</b>	<b>1.70</b>	<b>3.10</b>	<b>0.00</b>	<b>9.40</b>	<b>14.20</b>	<b>3,298.00</b>	<b>232.32</b>
819 Correspondence, preparation of reports, meetings	1.90	0.00	0.00	0.00	1.90	940.50	495.00
820 Dealing with claims and proof of debts	0.00	0.00	0.00	0.20	0.20	56.00	295.00
<b>Creditors</b>	<b>1.90</b>	<b>0.00</b>	<b>0.00</b>	<b>0.20</b>	<b>2.10</b>	<b>996.50</b>	<b>475.95</b>
307 Information capture, correspondence, meetings	1.20	4.40	0.00	10.60	25.20	8,081.00	241.31
308 Retrieval, review and analysis of records	0.10	0.10	0.00	25.30	25.50	4,884.00	183.69
309 Strategic planning and organisation	2.00	0.70	0.00	0.80	3.50	1,364.50	389.86
310 Dealing with solicitors and litigation	0.70	0.00	0.00	0.00	0.70	276.50	395.00
311 Statutory Reports	0.00	0.00	0.00	4.20	4.20	860.50	209.64
<b>Investigations</b>	<b>4.00</b>	<b>5.20</b>	<b>0.00</b>	<b>49.90</b>	<b>59.10</b>	<b>13,286.50</b>	<b>224.81</b>
412 Identification, securing, insuring and bonding	0.10	0.00	0.00	0.10	0.20	54.00	270.00
<b>Realisation of Assets</b>	<b>0.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.10</b>	<b>0.20</b>	<b>54.00</b>	<b>270.00</b>
518 Cashiering	0.10	0.00	0.00	0.30	0.40	106.00	272.50
<b>Trading</b>	<b>0.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.30</b>	<b>0.40</b>	<b>106.00</b>	<b>272.50</b>
<b>Total Hours</b>	<b>7.80</b>	<b>8.30</b>	<b>0.00</b>	<b>59.90</b>	<b>76.00</b>	<b>17,748.00</b>	<b>233.53</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	

**Appendix 5****Expenses summary for period, cumulative & comparison with estimate  
for E M Laboratories Limited Limited in Liquidation**

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

Expenses	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)
<b>Category 1 Expenses</b>			
Legal costs	6,090	6,090	
Debt collection	Nil	Nil	
Courier / Carriage	Nil	52	
Advertising	Nil	144	
Bonding	Nil	12.50	
Land Registry	3	30	
Storage	2	9	
Insol Point	Nil	12	
Bank Charges	88	352	
Official Receiver's Disbursements	Nil	228	
Official Receiver's Remuneration	Nil	2,235	
<b>Category 2 Expenses</b>			
Stationery / postage	21	32	