Form 4.72

Section 106

Return of Final Meeting in a Creditors' Voluntary Winding Up

Pursuant to Section 106 of the Insolvency Act 1986

To the Registrar of Companies

S.106

Company Number

06644059

Name of Company

Capital Ideas Retail Ltd t/a Music and Memories

I/We Andrew Philip Wood
93 Queen Street
Sheffield
S1 1WF
DX 10616 Sheffield

John Russell
93 Queen Street
Sheffield
S1 1WF
DX 10616 Sheffield

Note The copy account must be authenticated by the written signature(s) of the Liquidator(s)

1 give notice that a general meeting of the company was duly ~~held on~~/summoned for 09 May 2013 pursuant to section 106 of the Insolvency Act 1986, for the purpose of having an account (of which a copy is attached) laid before it showing how the winding up of the company has been disposed of, and that ~~the same was done accordingly~~/ no quorum was present at the meeting,

2 give notice that a meeting of the creditors of the company was duly held on/~~summoned for~~ 09 May 2013 pursuant to Section 106 of the Insolvency Act 1986, for the purpose of having the said account laid before it showing how the winding up the company has been conducted and the property of the company has been disposed of and that the same was done accordingly/~~no quorum was present~~ at the meeting

The meeting was held at 93 Queen Street, Sheffield S1 1WF

The winding up covers the period from 6 May 2011 (opening of winding up) to the final meeting (close of winding up)

The outcome of any meeting (including any resolutions passed) was as follows

1 The Joint Liquidators account was duly received and approved,
2 The Joint Liquidators report was duly received and approved,
3 The Joint Liquidators may destroy the Company's books and records,
4 The Joint Liquidators release from office was approved

There being no further business the meetings were brought to a close

Signed _____ Date 10 May 2013

The P&A Partnership
93 Queen Street
Sheffield
S1 1WF
DX 10616 Sheffield

Ref C117511/APW/a/CPH

Software Supplied by Turnkey Computer Technology Limited Glasgow

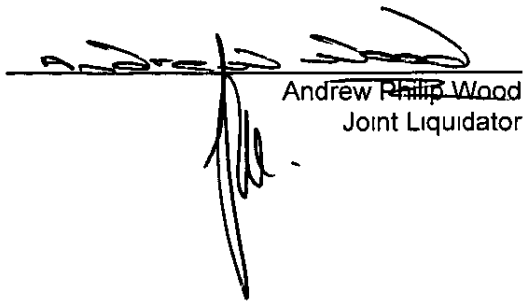
THURSDAY
A28IQQX4
A15 16/05/2013 #210
COMPANIES HOUSE

Capital Ideas Retail Ltd. t/a Music and Memories
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments
From 6 May 2011 To 9 May 2013

S of A £		£	£
	ASSET REALISATIONS		
38,510 00	Intellectual Property etc	39,010 00	
500 00	Furniture & Equipment	1,204 92	
13,653 00	Book Debts	12,349 61	
3,953 95	Cash at Bank	2,024 59	
	Bank Interest Gross	23 81	
			54,612 93
	COST OF REALISATIONS		
	Specific Bond	158 00	
	Statement of Affairs Fee	3,100 00	
	Office Holders Fees	26,900 00	
	Incidental Outlay	2,728 15	
	Agents/Valuers Fees	4,721 49	
	Legal Fees	1,374 50	
	Fees re Pension Advice	150 00	
	VAT Not Recoverable	27 68	
	Accountants Fees	60 00	
	Courier Charges	295 00	
	Statutory Advertising	284 62	
	Bank Charges	302 05	
	Closing Disbursements	(1,474 09)	
			(38,627 40)
	PREFERENTIAL CREDITORS		
(1,049 78)	BIS RPO - National Insurance Fund	2,318 71	
(1,321 92)	Employees - Preferential Creditors	2,675 67	
			(4,994 38)
	FLOATING CHARGE CREDITORS		
(60,000 00)	Ramayee Manian	NIL	
			NIL
	UNSECURED CREDITORS		
(313,491 76)	Trade & Expense Creditors	10,991 15	
(2,583 74)	Employees - Unsecured Creditors	NIL	
(2,782 22)	BIS RPO - National Insurance Fund	NIL	
(24,281 00)	HM Revenue & Customs - PAYE/NIC	NIL	
(34,580 39)	HM Revenue & Customs - VAT	NIL	
			(10,991 15)
	DISTRIBUTIONS		
(1 00)	Ordinary Shareholders	NIL	
			NIL
(383,474.86)			**(0.00)**
	REPRESENTED BY		
			NIL

Capital Ideas Retail Ltd. t/a Music and Memories
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments
From 6 May 2011 To 9 May 2013

S of A £	£	£



Andrew ~~Philip~~ Wood
Joint Liquidator

CAPITAL IDEAS RETAIL LTD.
T/A MUSIC AND MEMORIES
IN CREDITORS VOLUNTARY LIQUIDATION

JOINT LIQUIDATORS' FINAL REPORT TO MEMBERS AND CREDITORS PURSUANT TO SECTION 106 OF THE INSOLVENCY ACT 1986

Andrew Philip Wood & John Russell
Joint Liquidators

The P&A Partnership
93 Queen Street
Sheffield
S1 1WF

9 MAY 2013

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STATUTORY INFORMATION

Trading Address	Unit 14, 1st Floor 7 Wenlock Road London N1 7SL
Company Number	06644059
Date of Incorporation	11/07/2008
Registered Office	93 Queen Street Sheffield S1 1WF
Nature of Business	Mail Order Distributors of predominantly 'Nostalgia Music'
Date of Liquidation	6 May 2011
Joint Liquidators	Andrew Philip Wood & John Russell
Basis of Remuneration	The Office Holders remuneration is to be calculated by reference to the time properly spent by the Office Holders and their staff in carrying out their functions, dealing with all matters arising during the course of the winding-up and to be based on their normal time costs chargeable in insolvency matters.
Contact Details	epost@thepandapartnership com

1 INTRODUCTION

1 1 At a Meeting of Members and Creditors held on 6 May 2011 it was resolved that Mr A P Wood and Mr J Russell be appointed as Joint Liquidators Mr Wood and Mr Russell are both licensed as insolvency practitioners by the Insolvency Practitioners Association A creditors' committee was not formed

1 2 For all practicable purposes, the administration of the Liquidation is now complete and a copy of this report will be placed before the final meetings of members and creditors

2 JOINT LIQUIDATORS' REALISATIONS

2.1 A summary of the total realisations achieved during the course of the proceedings is as follows -

Statement of Affairs £	Asset Realisation	Para	Period 06/05/2011 to 05/05/2012	Period 06/05/2012 to 27/02/2013	Period 28/02/2013 to 09/05/2013	Total £
0 00	Amount due to Joint Liquidators	2 2	0 00	1,676 04	1,091 81	**2,767.85**
0 00	Bank Interest Gross	2 3	22 54	1 27	0 00	**23 81**
13 653 00	Book Debts	2 4	12,349 61	0 00	0 00	**12,349 61**
3,953 95	Cash at Bank	2 5	2,024 59	0 00	0 00	**2,024 59**
500 00	Furniture & Equipment	2 6		0 00	0 00	
38,510 00	Intellectual Property etc	2 6	39,010 00	0 00	0 00	**39,010 00**
0 00	Customer Database Commissions	2 7	1,204 92	0 00	0 00	**1,204 92**
56,616 95			54,611 66	1,677 31	1,091 81	**57,380 78**

2 2 Amount due to Joint Liquidators – This is the sum discharged by the Joint Liquidators' Practice as the funds realised in the proceedings were insufficient to do so

2 3 Bank Interest Gross – The funds realised were placed in the Liquidation Account and earned £23 81 in gross interest

2 4 Book Debts – These took the form of commissions payable by two suppliers in respect of advertising placed by them on behalf of third parties On investigation, the sums due were disputed on the basis that the agreed circulation of the company's catalogues had not been met Credits were therefore allowed by the Joint Liquidators to take account of this reduction and a total of £12,349 91 was recovered

2 5 Cash at Bank – Notice was given to close the company's bank account and after the clearance of outstanding transactions, a sum of £2,024 59 was duly forwarded

2 6 Furniture & Equipment and Intellectual Property etc – Agents, Charterfields Ltd, were appointed to realise the physical assets of the company by way of public auction or private treaty and achieved the sum at valuation

2 7 Customer Database Commissions – Agents, Charterfields Ltd, were also successful in negotiating the release of the database for a period of one month until the sale of the assets was concluded and commissions totalling £1,204 92 were received

2 8 To assist in the conduct of the liquidation the Joint Liquidators have given instructions to the following professional advisors on the fee basis as indicated.

Name of Solicitor or Agent	Work Undertaken	Basis of Fee Arrangement	Fee Paid £
Irwin Mitchell LLP	Legal Advice	Hourly rate and disbursements	1,374 50
Barker & Hood Ltd	Courier Fees	Fixed fee	295 00
Charterfields Ltd	Asset Realisation	Percentage of Realisations and disbursements	4,721 49
Fyfe Financial Ltd	Pension Review	Fixed fee and disbursements	150 00
Willis	Specific Bond	Risk based premium	158 00
HDP Accounting Services	Accountancy Work	Fixed fee and disbursements	60 00

2 9 To assist in the conduct of the liquidation the Joint Liquidators instructed various professional advisors and all invoices have been discharged and no further charges in the proceedings are anticipated

3 INVESTIGATIONS

3 1 The Joint Liquidators have a statutory obligation to submit a report on the Director's conduct to the Department of Business Innovations and Skills and I confirm that this report has been submitted The contents of this report are confidential therefore cannot be disclosed to creditors

4 JOINT LIQUIDATORS' EXPENSES AND DISBURSEMENTS

The disbursements incurred total £3,611 07 and are in respect of the following expenses -

Category 1 Disbursements	£	Category 2 Disbursements	£
		Client Verification Fees	15 00
		Company Search Fees	10 00
	NIL	Faxes, Postage & Stationery	2,522 75
		Maintain Registered Office	175 00
		Miscellaneous	15 32
		Storage of Records	873 00
Total	**NIL**	**Total**	**3,611.07**

Category 1 Disbursements: Payment of specific expenditure which generally comprise of external supplies and services specifically identifiable to the case which can be made without approval from creditors.

Category 2 Disbursements: Payments to the Office Holder or any party that is an associate of the Office Holder which generally comprise of disbursements for services provided by the Office Holder's firm Such payments require the approval from creditors

5 JOINT LIQUIDATORS' REMUNERATION

5 1 An analysis of the Joint Liquidators' time costs for the periods covered by this report is attached at Appendices B & B1

5 2 At the first meeting of creditors held on 6 May 2011 it was resolved by the general body of creditors that the Office Holders remuneration is to be calculated by reference to the time properly spent by the Office Holders and their staff in carrying out their functions, dealing with all matters arising during the course of the winding-up and to be based on their normal time costs chargeable in insolvency matters

5 3 The time costs totalling £33,968 from the date of liquidation have been calculated in accordance with the resolution passed by creditors on the 6 May 2011

5 4 The time costs incurred and the associated Fees drawn for the relevant periods are detailed below

	Time Costs Incurred £	Fees Drawn £	Balance Due £
Period 06/05/2011 to 05/05/2012	27,656	26,900	756
Period 06/05/2012 to 09/05/2013	6,312	NIL	6 312
	33,968	26,900	7,068

5 5 The time costs analysis summary shows the various functions of the work undertaken by the office holders and their staff are as follows:-

5 6 **Administration and Planning** includes case planning, administrative set procedures, appointment notification, general administration, maintenance of records and statutory reporting

5 7 **Investigation** includes reporting on the Directors' conduct, investigating antecedent transactions and any other investigations deemed to be appropriate or requested by the creditors

5 8 **Realisation of Assets** includes identifying, securing and insuring assets, sales of businesses, freehold and leasehold property, other fixed assets , motor vehicles, stock and the collection of book debts and dealing with any legal matters related thereto

5 9 **Case Specific Matters** include employee and pension related matters, VAT and other tax issues However, in this particular case, predominantly corresponding and liaising with both Mrs R Manian, the Director/Shareholder and appointed solicitors, concerning the validity of the Charge registered in her favour.

5 10 **Creditors** includes creditors meetings, communications with creditors, agreeing secured, preferential and unsecured claims, and retention of title issues with suppliers

5 11 A secured creditor, or an unsecured creditor with the concurrence of a least 5% in value of the unsecured creditors (or with permission of the Court), have a period of twenty-one days from the date of this progress report to request further information in respect of the Liquidators' remuneration and expenses

5 12 Any secured creditor, or any unsecured creditor with the concurrence of a least 10% in value of the creditors, including that creditor (or with the permission of the Court), may make an application to the Court on the grounds that; the remuneration charged by the Liquidators', or the basis fixed for the Liquidators' remuneration, or the expenses incurred by the Liquidators' are excessive Such an application to the Court must be made within eight weeks of the date of receipt of the Draft Final Report

5 13 A Creditors' Guide to Fees is available and provides explanations of creditors' rights This can be accessed via the Internet at www thepandapartnership com/resources or alternatively a copy can be requested by telephoning The P&A Partnership Help Desk +44 (0)114 275 5033

6 DEBENTURE HOLDER & SECURED CREDITORS

6 1 Loans totalling £60,000 made by Mrs Manian to the Company were purported to be secured by way of a Debenture dated 1 April 2011 which created fixed and floating charges over the whole of the company's undertaking However, on investigation, it was found to be retrospective in nature and following legal advice, was declared invalid

7 PREFERENTIAL CREDITORS

7 1 Preferential claims received to date are as follows,

Number of Creditors	3
Statement of Affairs Figure	£2,372
Number of Creditors	3
Claims Received	£4,994 38

7 2 A first and final dividend of 100p in the £ was paid on 31 August 2011

8 UNSECURED CREDITORS

8 1 The unsecured creditors' claims received to date are as follows,

Number of Creditors on Statement of Affairs	67
Statement of Affairs Figure	£377,719
Number of Creditors who have lodged claims	573
Amount of Creditors Claims Received	£448,616 49

8 2 The Statement of Affairs figure contained mainly trade creditors and following the company's demise, the Joint Liquidators became aware of a significant number of personal customers who had placed orders and made payment accordingly, but had not received some or all of the items concerned As a consequence, the claims submitted are significantly both higher and greater in volume than first anticipated

8 3 The Joint Liquidators were in a position to declare that a first and final dividend to the unsecured creditors, the details of the which is shown below

Date of Distribution to Unsecured Creditors	30 May 2012
Nature of Dividend	First and Final
Number of creditors claims admitted for dividend purposes	573
Total amount of creditors claims agreed for dividend purposes	£448,616 49
Rate of distribution to creditors	2 45p in the £
Total amount of funds distributed to Unsecured Creditors	£10,991 15

8 4 Due to the low level of distribution made together with the small individual size of the majority of claims received, creditors were given the option not to encash their dividend cheque in favour of the funds being donated to a charity of the Joint Liquidators' choice As a consequence, a total sum of £202 71 will now be forwarded to Marie Curie Cancer Care

8 5 No further dividend is payable

9 DISTRIBUTION TO CREDITORS

9 1 Preferential claims in the amount of £4,994 38 have been admitted

9 2 A first and final dividend of 100p in the £ was paid on 31 August 2011

9 3 Unsecured creditors claims in the amount of £448,616 49 have been admitted

9 4 A first and final dividend of 2 45p in the £ was paid on 30 May 2012

10 RESOLUTIONS

Attached to this report is the agenda for the Final Meetings of Members and Creditors which sets out the various resolutions to be placed before the meetings

If a quorum is not present at either meeting the Joint Liquidators will make a return to the Registrar of Companies stating that no quorum was present and the provisions of Section 106 of the Insolvency Act 1986 (as amended) will then be deemed to have been complied with

Andrew Philip Wood
Joint Liquidator

APPENDIX A

JOINT LIQUIDATORS' FINAL RECEIPTS & PAYMENTS ACCOUNT FOR THE PERIOD 6 MAY 2011 TO 9 MAY 2013

Receipts

Statement of Affairs £	Asset Realisation	Para	Period 06/05/2011 to 05/05/2012	Period 06/05/2012 to 27/02/2013	Period 28/02/2013 to 09/05/2013	Total £
0 00	Amount due to Joint Liquidators	2 2	0 00	1,676 04	1,091 81	**2,767 85**
0 00	Bank Interest Gross	2 3	22 54	1 27	0 00	**23 81**
13,653 00	Book Debts	2 4	12,349 61	0 00	0 00	**12,349.61**
3,953 95	Cash at Bank	2 5	2,024 59	0 00	0 00	**2,024 59**
500 00	Furniture & Equipment	2 6		0 00	0 00	
38,510 00	Intellectual Property etc	2 6	39,010 00	0 00	0 00	**39,010 00**
0 00	Customer Database Commissions	2 7	1,204 92	0 00	0 00	**1,204.92**
56,616 95			54,611 66	1,677 31	1,091 81	**57,380 78**

Payments

	Period 06/05/2011 to 05/05/2012	Period 06/05/2012 to 15/02/2013	Period 16/02/2013 to 09/05/2013	Total £
Accountants Fees	60 00	0 00	0 00	**60 00**
Agents/Valuers Fees	4,721 49	0 00	0 00	**4,721 49**
Bank Charges	77 13	224 92	0 00	**302 05**
Courier Fees	295 00	0 00	0 00	**295 00**
Joint Liquidators Disbursements	1,466 96	50 00	2,094 11	**3,611 07**
Joint Liquidators Remuneration	26,900 00	0 00	0 00	**26,900 00**
Legal Fees	1,374 50	0 00	0 00	**1,374 50**
Pension Advice Fees	150 00	0 00	0 00	**150.00**
Specific Bond	158 00	0 00	0 00	**158 00**
Statement of Affairs Fee	3,100 00	0 00	0 00	**3,100 00**
Statutory Advertising	209 25	0 00	75 38	**284.63**
VAT	0 00	279 34	159 71	**438 51**
Preferential Creditors				
1st & Final Dividend of 100p in £				
National Insurance Fund	2,318 71	0 00	0 00	**2,318.71**
Employees Wage Arrears	2,675 49	0 18	0 00	**2,675 49**
Unsecured Creditors				
1st & Final Dividend of 2 45p in £ on £448,616.49	0 00	10,991 15	0 00	**10,991 15**
	43 506 53	11,545 59	2,328 66	**57,380 78**

APPENDIX B

JOINT LIQUIDATORS' ANALYSIS OF TIME COSTS FOR THE PERIOD 6 MAY 2011 TO 5 MAY 2012

Classification of Work	Partner (Hours)	Manager (Hours)	Other Senior Professionals (Hours)	Assistants (Hours)	Total (Hours)	Time Cost £	Average Hourly Rate £
Function							
Administration & Planning	11 70	0 50	11 05	15 00	38 25	6,453	168 71
Investigations	5 70	-	-	1 20	6 90	1,872	271 30
Realisation of Assets	3 70	-	14 00	1 80	19 50	2,376	121 85
Case Specific Matters							
(Co Records)	0 70	-	-	-	0 70	224	320 00
(Corresp)	-	-	-	0 20	0 20	8	40 00
(Legal)	-	-	-	0 40	0 40	16	40 00
(Pensions)	-	-	0 20	-	0 20	35	175 00
(Solicitors)	-	-	-	0 20	0 20	8	40 00
(Taxation)	-	0 60	2 50	1 80	4 90	687	140 20
Creditors	28 40	5 60	7 20	94 20	135 40	15,977	118 00
Totals	**50 20**	**6 70**	**34.95**	**114 80**	**206.65**	**27,656**	**133.83**
Total Fees Claimed (£)	**16,064**	**1,943**	**5,057**	**4,592**			

Charge-Out Rates	Partner	Manager	Other Senior Professionals	Assistants
From 1st April 2011	320 - 435	215 - 290	176 - 215	40 - 176

APPENDIX B1

JOINT LIQUIDATORS' ANALYSIS OF TIME COSTS FOR THE PERIOD 6 MAY 2012 TO 9 MAY 2013

Classification of Work	Partner (Hours)	Manager (Hours)	Other Senior Professionals (Hours)	Assistants (Hours)	Total (Hours)	Time Cost £	Average Hourly Rate £
Function							
Administration & Planning	2 10	6 50	5 30	4 90	18 80	3,731	198 46
Creditors	5 20	2 60	0 20	3 20	11 20	2,581	230 45
Totals	**7.30**	**9.10**	**5 50**	**8.10**	**30.00**	**6,312**	**210.40**
Total Fees Claimed (£)	**2,336**	**2,681**	**971**	**324**			

Charge-Out Rates	Partner	Manager	Other Senior Professionals	Assistants
From 1st April 2011	320 - 435	215 - 290	176 - 215	40 - 176

APPENDIX C

Creditors Guide to the Fees, Expenses and Disbursements charged by The P&A Partnership Rates applicable from the 1st April 2011

Insolvency Practitioners at the P&A Partnership

John Russell, Brendan Ambrose Guilfoyle, Andrew Philip Wood, Christopher Michael White, Gareth David Rusling and Ashleigh William Fletcher are all licensed by the Insolvency Practitioners Association of Valiant House, 4-10 Heneage Lane, London, EC3A 5DQ Philip Andrew Revill is licensed by the Institute of Chartered Accountants of England & Wales of Silbury Court, 412/416 Silbury Boulevard, Milton Keynes, MK9 2AF Derek Ewan Simpson is licensed by The Institute of Chartered Accountants of Scotland of CA House, 21 Haymarkets Yard, Edinburgh EH12 5BH and Steven Edward Butt is licensed by the Association of Chartered Certified Accountants of 2 Central Quay, 89 Hydepark Street, Glasgow G3 8BW

Insolvency Practitioners Fees

The Insolvency Rules 1986 entitles the Insolvency Practitioner to receive remuneration for his services and sets out the basis of how such remuneration shall be fixed which includes a percentage of the assets realised and monies distributed to creditors, a set amount, by reference to the time properly given by the office holders, their partners and staff in attending to matters arising, or one or more of the above bases and different basis may be fixed for different things Where it has been agreed by resolution of the secured creditors, a creditor's committee or creditors generally, that the office holders remuneration will be calculated by reference to a time basis, then such remuneration will be calculated in units of 6 minutes at the following hourly standard rates -

Grade	Total Hourly Standard Rates £	Total Hourly Complex Rates £
Partners/Associate Partners & Directors	320 - 435	480 - 600
Senior Manager & Managers	215 - 290	320 - 440
Administrators	176 - 215	
Assistants	40 - 176	

These are our current hourly charge out rates and are exclusive of value added tax Rates are reviewed annually and creditors will be advised of any alteration thereto In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to obtain authority from the secured creditors, creditor's committee or the creditors generally, that their remuneration on such time as is agreed shall be charged on the above higher hourly complex rate

Debt Collection, Contested Asset Recovery and Related Services

Contested debt collection will be referred to P&A Receivables Services PLC, an associated company of The P&A Partnership and its dedicated legal firm James Peters & Co The fees of P&A Receivables Services PLC shall be charged by reference to the time properly given by their staff, such fees will be calculated in units of 6 minutes at the hourly rate of £80 P&A Receivable Services PLC may also be used to recover items such as plant and machinery, to locate debtors and to serve documents The fees for work of this nature will be calculated in accordance with P&A Receivables Services PLC's standard rates James Peters & Co fees will be charged by reference to time costs properly incurred, calculated in 6 minute units at an hourly rate of between £109 and £213, plus their disbursements These fees are in accordance with the guideline rates for summary assessment of costs following consultation between the legal profession and the Designated Civil Judge and are typical of legal firms in this geographical area

Expenses and Disbursements

The payment of **Category 1** disbursements will be a charge against the estate to recover the actual cost of the disbursement paid out in respect of the administration of the estate A separate amount will be charged by way of an expense to recover the cost of **Category 2** disbursements for services provided by the insolvency practitioner's firm Category 2 disbursements will include storage of company's books and records at the insolvency practitioner's own storage facility The books and records will be stored in banker's boxes and a storage fee will be charged at the rate of £7 50 per box per month This charge covers the transportation of records from the company's premises, storage, retrieval of books and records in storage for administration purposes and the destruction of such books and records after the first anniversary of the completion of the insolvency administration The recharge for company searches and electronic identification procedures for all new clients will depend on the documentation requested The charges will be £10 per set of financial accounts, £5 for an annual return, £5 for a mortgage summary, £10 for a company report, £35 for the Memorandum and Articles of Association, £15 for credit references, £5 for any other documents and £15 for electronic verification searches These charges reflect the insolvency practitioners costs to cover the administration costs of collating the information in additional to the direct costs in obtaining the documents An annual fee of £175 will be charged on corporate matters for the maintenance of the company's registered office at our office addresses The charge for the use of meeting rooms will be a flat rate of £100 per meeting or £150 in our London premises This includes where requested, the use of computer and media facilities Travelling by motor vehicle on business for the administration of the insolvency will be charged to the estate per mile at the appropriate rate currently published by the "AA" for the type of vehicle and engine size used All circulars will be sent out by first class post and the actual postage costs will be charged as an expense to the estate In respect of circulars, stationery and photocopying will be charged out at the rate of 50p per letterhead, 25p per copy paper or facsimile, 09p per proxy form, 09p creditor's guide, 20p large envelope, 18p small envelope, 16p address labels No charge will be made in respect of individual letters relating to the administration of the estate as the costs of these disbursements are reflected in the hourly rate The charges stated above are subject to small annual increments and creditors will be advised of these with future circulars

Introduction to Lending Sources

The P&A Partnership may make referrals to P&A Lender Services Ltd ('PALS') being an associated company PALS and its authorised representatives are not authorised under the Financial Services and Markets Act 2000 or by the Financial Services Authority to provide specific investment advice but they may be able to introduce funding seeking parties ('FSP's') to one or more reputable lending services ('Lender')

In such circumstances where any party associated with the referral is subsequently subject to any formal insolvency procedure and the Partners of The P&A Partnership are appointed office holders in relation to any formal insolvency, then any arrangement fees or commissions or payments becoming due to PALS (if any) from any Lender in respect of the acquisition or future trading of the business and assets of the insolvent party, will be paid into the realisation fund in the formal insolvency for the benefit of creditors

Our Ref C117511/O/APW/a