

LIQ03

Notice of progress report in voluntary winding up



Companies House

SATURDAY



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22/02/2020

#20

COMPANIES HOUSE

1 Company details

Company number 0 6 7 9 0 9 6 5

Company name in full 06790965 Limited (Formerly R Quality Limited)

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Situl Devji

Surname Raithatha

3 Liquidator's address

Building name/number 38 De Montfort Street

Street Leicester

Post town

County/Region

Postcode L E 1 7 G S

Country

4 Liquidator's name ①

Full forename(s) Deviesh Ramesh

Surname Raikundalia

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 38 De Montfort Street

Street Leicester

Post town LE1 7GS

County/Region

Postcode

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	^d 4	^m 0	^m 1	^y 2	^y 0	^y 1	^y 9
To date	^d 1	^d 3	^m 0	^m 1	^y 2	^y 0	^y 2	^y 0

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 1	^d 7	^m 0	^m 2	^y 2	^y 0	^y 2	^y 0
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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 **Nimisha Gadhia**

Company name **Springfields Advisory LLP**

Address
38 De Montfort Street
Leicester

Post town **LE1 7GS**

County/Region

Postcode

Country

DX

Telephone **0116 299 4745**

**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





**TO ALL KNOWN CREDITORS AND
SHAREHOLDERS**

Our ref RQ1615/SDR/DRR/DB/NG/3B

Your ref

Date 17 February 2020

Dear Sirs

06790965 Limited (Formerly R Quality Limited) ("the Company") – In Creditors' Voluntary Liquidation

This is my report to members and creditors following the fourth anniversary of my appointment as Joint Liquidator. This report should be read in conjunction with my previous progress reports.

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Nimisha Gadhia by email at Nimsiah.g@springfields-uk.com, or by phone on 0116 249 2012.

Yours faithfully
For and on behalf of
06790965 Limited

**Situl Devji Raithatha
JOINT LIQUIDATOR**

Enc.

www.springfields-uk.com

Springfields Advisory LLP 38 De Montfort St Leicester LE1 7GS
T 0116 299 4745 E info@springfields-uk.com

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All officeholders are licensed in the United Kingdom by the Insolvency Practitioners Association and are bound by the Insolvency Code of Ethics
Details about our privacy policy and general information about the firm can be found at <https://www.springfields-uk.com/regulatory>



06790965 Limited (Formerly R Quality Limited) – In Creditors' Voluntary Liquidation

LIQUIDATORS' PROGRESS REPORT TO CREDITORS AND MEMBERS

For the period 14 January 2019 to 13 January 2020

EXECUTIVE SUMMARY

The Company has registered a claim in the Liquidation of one of its debtors and there is potentially a further dividend due to the Company, although the timing and quantum is uncertain.

STATUTORY INFORMATION

Company name:	06790965 Limited (Formerly R Quality Limited)
Registered office:	38 De Montfort Street Leicester LE1 7GS
Former registered office:	Unit 15 Vulcan House Vulcan Road Leicester LE5 3EF
Registered number:	06790965
Joint Liquidators' names:	Situl Devji Raithatha and Deviesh Ramesh Raikundalia
Joint Liquidators' address:	38 De Montfort Street, Leicester, LE1 7GS
Joint Liquidators' date of appointment:	14 January 2016
Actions of Joint Liquidators'	Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Liquidators acting jointly or alone.

LIQUIDATORS' ACTIONS SINCE APPOINTMENT

There is certain work that I am required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken in the Period is contained in Appendix 1.

RECEIPTS AND PAYMENTS

My Receipts & Payments Account from 14 January 2019 to 13 January 2020 ("the Period") is attached at Appendix 2. This includes cumulative figures for the period from 14 January 2016 to date. All amounts are shown exclusive of VAT.

The account is interest bearing

ASSETS

No assets were realised in the Period. As detailed above, the Company has submitted a claim of £67,349.06 in the Liquidation of a debtor. To date a dividend of £16,837.27 has been received. A further dividend is anticipated.

LIABILITIES

Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has no current charges over its assets.

The legislation requires that if the Company has created a floating charge after 15 September 2003, a prescribed part of the Company's net property (i.e. the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors. In this case there were no creditors secured by a floating charge such that the prescribed part provisions do not apply.

Preferential Creditors

The statement of affairs anticipated no preferential claims and no claims have been received from this class of creditor to date.

Crown Creditors

The statement of affairs included £161,817.33 owed to HM Revenue & Customs ("HMRC"). I have received a claim from HMRC in the sum of £155,970.69 to date.

Non-preferential unsecured Creditors

The statement of affairs included five non-preferential unsecured creditors (excluding HMRC) with an estimated total liability of £8,265.93. I have received claims from three creditors at a total of £8,660.35. I have not received claims from two creditors with original estimated claims in the statement of affairs of £1,507.00.

DIVIDEND PROSPECTS

Based on present information, it is not expected that there will be sufficient funds to enable a distribution to creditors.

INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

No further investigatory matters arose in the Period.

LIQUIDATORS' REMUNERATION

My remuneration was approved on a mixture of a time cost basis, fixed fee and percentage basis.

I was authorised to draw time costs for my work in respect of creditors (where it does not relate to the distribution of funds) and investigations. This approval was based on my fees estimate of £7,319. The fees estimate acts as a cap and I cannot draw remuneration in excess of that estimate without first seeking approval from the creditors.

No time costs been incurred in respect of these areas of work in the Period.

Details of my cumulative time costs for the period from 14 January 2016 to 13 January 2020 are provided below, subject to the posting of timesheets.

Work	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Total Cost (£)	Average hourly rate (£)
Creditors	-	0.30	6.20	0.00	6.50	1,098.50	169.00
Investigations	-	8.20	5.90	0.00	14.10	2,916.00	206.81
Total hours	-	8.50	12.10	0.00	20.60	4,014.50	194.88

The actual blended charge out rate incurred of £194.88 compares with the estimated blended charge out rate of £198.16 as detailed in my fees estimate.

You will note from the above that I have not exceeded my estimate and I have not been able to draw any remuneration in respect of work done for which my fees were approved on a time costs basis.

I was also authorised to draw a fixed fee of £10,000 plus VAT for my work in respect of administration and planning. A sum of £8,500 plus VAT has been drawn on account of this to date.

I was also authorised to draw remuneration based on a percentage of assets realised as follows:

50% of any assets realised up to and including £25,000;
40% of any assets realised from £25,000 up to and including £50,000;
30% of any assets realised from £50,000 up to and including £75,000;
20% of any assets realised from £75,000 and above.

Based on realisations I achieved I am entitled to remuneration of £10,007.56 plus VAT. I have not been able to draw any remuneration in respect of work done for which my fees were approved as a % of realisations.

Finally, I was also authorised to draw remuneration based on a percentage of funds distributed as follows:

25% of funds distributed up to and including £25,000;
20% of funds distributed from £25,000 up to and including £50,000;
15% of funds distributed from £50,000 up to and including £75,000;
10% of funds distributed from £75,000 and above.

No distributions have been made to creditors and none are expected to be made.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors Guide to Liquidators' Fees' published by the R3 is available at the link <http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>. Please note that there are different versions of the Guidance Notes, and in this case, you should refer to the April 2017 version. An explanatory note which shows Springfields Advisory LLP's fee policy is attached. A hard copy of both documents can be obtained on request from this office.

LIQUIDATORS' EXPENSES

No professional advisors were used in the Period.

At Appendix 3 I enclose a schedule providing details of expenses incurred and paid in the Period. This also includes category 2 disbursements.

In my report dated 22 January 2016, I did not anticipate that the total expenses that I would incur in the liquidation would exceed the estimate as set out in my fee report when my remuneration was authorised by the creditors. I can confirm although in some categories of disbursements, my estimate was exceeded, on the whole, as detailed on Appendix 3, my estimate for expenses was not exceeded.

FURTHER INFORMATION

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 Joint Liquidators' remuneration and expenses within 21 days of their 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 unsecured creditors (including the creditor in question), apply to Court to challenge the amount of remuneration charged by the Joint Liquidators as being excessive, and/or the basis of the Joint Liquidators' remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

As Insolvency Practitioners, when carrying out all professional work relating to an insolvency appointment, S D Raithatha and D R Raikundalia are bound by the Insolvency Code of Ethics, as well as by the regulations of our professional body. More details about these matters and general information about Springfields Advisory LLP that is of relevance can be found at <https://www.springfields-uk.com/regulatory>.

SUMMARY

The Liquidation will remain open until the dividend position with regards to the Debtor in Liquidation is clarified.

DISCLAIMER

This report has been prepared for the sole purpose of updating creditors and shareholders of the Company for information purposes to fulfil the necessary statutory requirements of the Liquidators. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, or otherwise used by creditors or shareholders for any purpose other than updating them for information purposes, or any other person for any purpose whatsoever.

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Nimisha Gadhia on 0116 299 4745, or by email at Nimisha.g@springfields-uk.com.



Situl Devji Raithatha
JOINT LIQUIDATOR

17/02/2020

Appendix 1

1. Administration

- Dealing with all routine correspondence and emails relating to the case.
- Maintaining and managing the office holder's estate bank account.
- Maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a regular basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing annual progress reports to creditors and members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.

2. Creditors

- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.

06790965 Limited (Formerly R Quality Limited)
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 14/01/2019 To 13/01/2020 £	From 14/01/2016 To 13/01/2020 £
	ASSET REALISATIONS		
	Bank Interest Gross	1.16	10.98
Uncertain	Book Debts	NIL	16,837.27
Uncertain	Fixtures, Fittings & Equipment	NIL	500.00
	Goodwill & Trading Name	NIL	1,000.00
196.00	Petty Cash	NIL	196.00
	Rates Refund	NIL	1,470.88
		1.16	20,015.13
	COST OF REALISATIONS		
	Assistance with preparation of S. of A.	NIL	2,500.00
	Corporation Tax	NIL	1.38
	Liquidator's Rem (fixed)	3,500.00	8,500.00
	Meeting Room Hire	NIL	100.00
	Postage	NIL	36.18
	Preparation of S. of A.	NIL	8,000.00
	Printing and Photocopying	35.40	85.60
	Specific Penalty Bond	NIL	70.00
	Statutory Advertising	NIL	172.14
	Storage Costs	16.80	24.10
		(3,552.20)	(19,489.40)
196.00		(3,551.04)	525.73
	REPRESENTED BY		
	Current A/c - Bank 1		424.59
	Vat Receivable		101.14
			525.73

Situl Devji Raithatha
Joint Liquidator



06790965 Limited - In Creditors' Voluntary Liquidation

Details of expenses incurred and paid from 14 January 2019 to 13 January 2020 ("the Period")

Type	Brought forward from previous period (£)	Incurred in the Period (£)	Paid in the Period (£)	Outstanding c/f (£)	Total expenses in the Liquidation to 13/01/2020 (£)	Estimated expenses in fee report (£)	Estimated Difference between estimate & actual expenses (£)
Specific Penalty Bond	-	-	-	-	70.00	40.00	30.00
Corporation Tax	-	-	-	-	1.38	-	1.38
Postage Costs	-	-	-	-	36.18	50.00	13.82
Statutory Advertising	-	-	-	-	172.14	168.66	3.48
Storage Costs	12.00	4.80	16.80	-	16.80	300.00	283.20
TOTAL	12.00	4.80	16.80	-	296.50	558.66	262.16

Category 2 Disbursements

Type	Brought forward from previous period (£)	Incurred in the Period (£)	Paid in the Period (£)	Outstanding c/f (£)	Total expenses in the Liquidation to 13/01/2020 (£)	Estimated expenses in report (£)	Estimated Difference between estimate & actual expenses (£)
Meeting Room Hire	-	-	-	-	100.00	200.00	-100.00
Printing and Photocopying	26.90	9.30	35.40	0.80	36.20	106.90	70.70
TOTAL	26.90	9.30	35.40	0.80	136.20	306.90	170.70

Estimated v Actual Expenses Summary

Total expenses as per estimate*	£	865.56
Actual expenses incurred and paid to 13/01/2020	£	432.70
Difference	-£	432.86

The estimated expenses are those set out in the schedule that accompanied my report of 22/01/2016

SPRINGFIELDS ADVISORY LLP PRACTICE FEE RECOVERY POLICY FOR INSOLVENCY APPOINTMENTS

Introduction

The insolvency legislation was changed in October 2015, with one or two exceptions, for insolvency appointments made from that time. This sheet explains how we intend to apply the alternative fee bases allowed by the legislation when acting as office holder in insolvency appointments. The legislation allows different fee bases to be used for different tasks within the same appointment. The fee basis, or combination of bases, set for a particular appointment is/are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the Court.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. Details about how an office holder's fees may be approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed at <http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>. Alternatively a hard copy can be provided on request. Please note that we have provided further details in this policy document.

Once the basis of the office holder's remuneration has been approved, a periodic report will be provided to any committee and also to each creditor. The report will provide a breakdown of the remuneration drawn. If approval has been obtained for remuneration on a time costs basis, i.e. by reference to time properly spent by members of staff of the practice at our standard charge out rates, the time incurred will also be disclosed, whether drawn or not, together with the average, or "blended" rates of such costs. Under the legislation, any such report must disclose how creditors can seek further information and challenge the basis on which the fees are calculated and the level of fees drawn in the period of the report. Once the time to challenge the office holder's remuneration for the period reported on has elapsed, then that remuneration cannot subsequently be challenged.

Under some old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for fees to be challenged.

Time cost basis

When charging fees on a time costs basis we use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6 minute units with supporting narrative to explain the work undertaken.

Charge-out Rates

Grade of staff	Current charge-out rate per hour, effective from 1 August 2019 £	Previous charge-out rate per hour, effective from 1 August 2018 £
Partner	464	451
Manager	275-348	267-338
Administrator	158-233	154-226

Time is recorded in units of 6 minutes (prior to 08/01/2007 this was 15 minute units)



These charge-out rates charged are reviewed periodically and are adjusted to take account of inflation and the firm's overheads.

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. The work is generally recorded under the following categories:

- Administration and Planning
- Investigations
- Realisation of Assets
- Creditors
- Trading
- Case specific matters

In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and on new appointments we now typically seek time costs for the following categories:

- Investigations
- Creditors (other than distributions to creditors)
- Trading

When we seek time costs approval we have to set out a fees estimate. That estimate acts as a cap on our time costs so that we cannot draw fees of more than the estimated time costs without further approval from those who approved our fees. When seeking approval for our fees, we will disclose the work that we intend to undertake, the hourly rates we intend to charge for each part of the work, and the time that we think each part of the work will take. We will summarise that information in an average or "blended" rate for all of the work being carried out within the estimate. We will also say whether we anticipate needing to seek approval to exceed the estimate and, if so, the reasons that we think that may be necessary.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If we subsequently need to seek authority to draw fees in excess of the estimate, we will say why we have exceeded, or are likely to exceed the estimate; any additional work undertaken, or proposed to be undertaken; the hourly rates proposed for each part of the work; and the time that the additional work is expected to take. As with the original estimate, we will say whether we anticipate needing further approval and, if so, why we think it may be necessary to seek further approval.

In some instances where there is undue risk to the firm in recovering its standard hourly rates in full, typically as a consequence of the pursuit of causes of action where the outcomes are far from certain, or where there are considered to be undue risks associated with the conduct of an assignment, then approval for a percentage uplift on standard hourly rates may be sought. The percentage uplift sought will vary depending upon the circumstances of each case.

Percentage basis

The legislation allows fees to be charged on a percentage of the value of the property with which the office holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a percentage basis more often. A report accompanying any fee request will set out the potential assets in the case, the remuneration percentage proposed for any realisations and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The percentage approved in respect of realisations will be charged against the assets realised, and where approval is obtained on a mixture of bases, any fixed fee and time costs will then be charged against the funds remaining in the liquidation after the realisation percentage has been deducted.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If the basis of remuneration has been approved on a percentage basis then an increase in the amount of the percentage applied can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the percentage applied. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

Fixed fee

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a fixed fee basis more often. A report accompanying any fee request will set out the set fee that we proposed to charge and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If the basis of remuneration has been approved on a fixed fee basis then an increase in the amount of the fixed fee can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the fixed fee. If there has

not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

Members' voluntary liquidations and Voluntary Arrangements

The legislation changes that took effect from 1 October 2015 did not apply to members' voluntary liquidations ("MVL"), Company Voluntary Arrangements ("CVA") or Individual Voluntary Arrangements ("IVA"). In MVLs, the company's members set the fee basis, often as a fixed fee. In CVAs and IVAs, the fee basis is set out in the proposals and creditors approve the fee basis when they approve the arrangement.

All bases

With the exception of IVA's and CVA's which are VAT exempt, the officeholder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

Agent's Costs

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes:

- Solicitors / Legal Advisors
- Auctioneers / Valuers
- Accountants
- Quantity Surveyors
- Estate Agents
- Other Specialist Advisors

In new appointments made after 1 October 2015, the office holder will provide details of expenses to be incurred, or likely to be incurred, when seeking fee approval. When reporting to the committee and creditors during the course of the insolvency appointment the actual expenses incurred will be compared with the original estimate provided.

Disbursements

In accordance with SIP 9 the basis of disbursement allocation in respect of disbursements incurred by the office holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the estate or Springfields; in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the estate. These disbursements are recoverable in full from the estate without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced by the third party. Examples of category 1 disbursements are statutory advertising, external meeting room hire, external storage, specific bond insurance, travel expenses and Company search fees.

Category 2 expenses are incurred by the firm and recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of category 2 disbursements are photocopying, internal room hire, internal storage and mileage.

It is proposed that the following Category 2 disbursements are recovered:

Photocopying / printing:	10p per sheet
Internal storage of books and records:	Initial charge for intake: £6.10 per box Storage: £0.40 per month per box in storage at month end
Internal storage of PC/IT equipment:	Storage: £3.60 per month per item in storage at month end
Internal room hire:	£100 per statutory meeting
Mileage (own car usage):	45p per mile