In accordance with Rule 6.28 of the Insolvency (England & Wales) Rules 2016 and Section 106(3) of the Insolvency Act 1986.

LIQ14 Notice of final account prior to dissolution





COMPANIES HOUSE

1	Company details	
Company number	0 6 9 7 1 8 5 0	→ Filling in this form Please complete in typescript or in
Company name in full	Pricewize Limited	bold black capitals.
2	Liquidator's name	
Full forename(s)	Tauseef	
Surname	Rashid	
3	Liquidator's address	
Building name/number	Kingsland Business Recovery	
Street	14 Derby Road	
Post town	Stapleford	
County/Region	Nottingham	
Postcode	N G 9 7 A A	
Country		
4	Liquidator's name •	
Full forename(s)		Other liquidator Use this section to tell us about
Surname		another liquidator.
5	Liquidator's address 🛮	
Building name/number		⊘ Other liquidator
Street		Use this section to tell us about another liquidator.
Post town		
County/Region		
Postcode		
Country		

	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
Signature date	

LIQ14

Notice of final account prior to dissolution in CVL

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	Hayley Williams					
Company name	Kingsland Business Recovery					
Address	14 Derby Road					
	Stapleford					
Post town	Nottingham					
County/Region	Nottinghamshire					
Postcode	N G 9 7 A A					
Country						
DX						
Telephone	0800 955 3595					

✓ 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.

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.

7 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

Pricewize Limited (In Liquidation) Liquidator's Abstract of Receipts & Payments From 30 March 2016 To 6 March 2019

£		S of A £
	ASSET REALISATIONS	
2,500.00	Book Debts	12,500.00
3,000.00	Cash in Hand	3,000.00
1.44	Bank Interest Gross	
	COST OF REALISATIONS	
3.772.56	Preparation of S. of A.	
293.88		
750.00		
105.00		
500.00		
80.00	Legal Expenses	
	-	
	UNSECURED CREDITORS	
NIL	Trade & Expense Creditors	(16,255.00)
NIL	Directors	(62,574.00)
NIL	Royal Bank of Scotland	(13,000.00)
NIL	HM Revenue & Customs	(48,899.00)
	DISTRIBUTIONS	
NIL	Ordinary Shareholders	(100.00)
	•	
-		/AOT 000 00\
=		125,328.00)
	REPRESENTED BY	
	2,500.00 3,000.00 1.44 3,772.56 293.88 750.00 105.00 500.00 80.00 NIL NIL NIL	ASSET REALISATIONS Book Debts

NIL

NOTICE OF NO DIVIDEND

Company Name: Pricewize Limited (In Liquidation) ("the Company")

Company Number: 06971850

This Notice is given under Rule 14.36 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the Company, Tauseef Ahmed Rashid, of Kingsland Business Recovery, 14 Derby Road, Stapleford, Nottingham, NG9 7AA (Telephone no: 0800 955 3595), who was appointed by the members and creditors.

The Liquidator gives notice confirming that no dividend will be declared in the Liquidation of the Company.

The funds realised have already been distributed or used or allocated for paying the expenses of the Liquidation.

Signed:

Tauseef A Rashid Liquidator

Dated:

NOTICE THAT THE COMPANY'S AFFAIRS ARE FULLY WOUND UP

Company Name: Pricewize Limited (In Liquidation) ("the Company")

Company Number: 06971850

This Notice is given under Rule 6.28 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the Company, Tauseef Ahmed Rashid, of Kingsland Business recovery, 14 Derby Road, Stapleford, Nottingham, NG9 7AA (Telephone no: 0800 955 3595), who was appointed by the members and creditors.

The Liquidator gives notice that the Company's affairs are fully wound up.

Creditors have the right:

(i) to request information from the Liquidator under Rule 18.9 of the Rules;

(ii) to challenge the Liquidator's remuneration and expenses under Rule 18.34 of the Rules; and

(iii) to object to the release of the Liquidator by giving notice in writing below before the end of the prescribed period to:

Tauseef A Rashid
Kingsland Business Recovery
14 Derby Road
Stapleford
Nottingham
NG9 7AA

The prescribed period ends at the later of: (i) eight weeks after delivery of this notice, or (ii) if any request for information under Rule 18.9 of the Rules or any application to court under that Rule or Rule 18.34 of the Rules is made, when that request or application is finally determined.

The Liquidator will vacate office under Section 171 of the Insolvency Act 1986 ("the Act") on delivering to the Registrar of Companies the final account and notice saying whether any creditor has objected to release.

The Liquidator will be released under Section 173 of the Act at the same time as vacating office unless any of the Company's creditors objected to release.

Relevant extracts of the Rules referred to above are provided overleaf.

Signed:

Tauseef A Rashid

Liquidator

Dated:

RELEVANT EXTRACTS OF RULES 18.9 AND 18.34 OF THE INSOLVENCY (ENGLAND & WALES) RULES 2016

Rule 18.9

- (1) The following may make a written request to the office-holder for further information about remuneration or expenses set out in a final report under rule 18.14:
 - a secured creditor;
 - an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question); or
 - any unsecured creditor with the permission of the court.
- (2) A request or an application to the court for permission by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one creditor.

Rule 18.34

- (1) This rule applies to an application in a winding-up made by a person mentioned in paragraph (2) on the grounds that:
 - the remuneration charged by the office-holder is in all the circumstances excessive;
 - the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
 - the expenses incurred by the office-holder are in all the circumstances excessive.
- (2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable:
 - · a secured creditor; or
 - an unsecured creditor with either
 - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
 - (ii) the permission of the court.
- (3) The application by a creditor must be made no later than eight weeks after receipt by the applicant of the final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question.

FINAL ACCOUNT

PRICEWIZE LIMITED (IN CREDITORS' VOLUNTARY LIQUIDATION)

Content

- Executive Summary
- · Administration and Planning
- · Enquiries and Investigations
- Realisation of Assets
- Creditors
- Fees and Expenses
- · Creditors' Rights
- EC Regulations
- Conclusion

Appendices

- Appendix I Statutory Information
- Appendix II Receipts and Payments account for the period 30 March 2018 to 8 January 2019 and date of appointment to closure
- · Appendix III Detailed list of work undertaken in the period
- Appendix IV Time costs summary for period, cumulative & comparison with estimates
- Appendix V Expenses summary for period cumulative & comparison with estimates

EXECUTIVE SUMMARY

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

Assets

Asset	Estimated to realise per Statement of Affairs	Actual Realisations	
Book Debts	£12,500.00	£2,500.00	
Cash in Hand	£3,000.00	£3,000.00	
Bank Interest Gross	N/A	£1.44	

Expenses

Expense	Amount per fees and expenses estimates	Actual Expenses
Liquidator's fees	£11,637.50	£7,042.00
Expenses	£405.89	£235.92

Dividend prospects

Creditor class	Distribution / dividend paid	
Secured creditor	N/A	
Preferential creditors	N/A	
Unsecured creditors	Nil	

Closure

There are no further matters in the liquidation to be progressed and the liquidation may now be concluded.

ADMINISTRATION AND PLANNING

Statutory information

Statutory information may be found at Appendix I.

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 Appendix III.

Reporting

The Liquidator has met his statutory and regulatory duties to report to creditors. 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.

Other administration tasks

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

- Case reviews
- Statutory Companies House filing
- Correspondence with creditors
- Reviewing transactions from Company bank account
- · Statutory H M Revenue & Customs filing

ENQUIRES AND INVESTIGATIONS

The directors did not provide the books and records, however; the Liquidator did receive a completed questionnaire and a Statement of Affairs from the directors.

The information gleaned from this process enabled the Liquidator to meet his statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service. This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

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

Although this work did not generate any financial benefit to creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

REALISATION OF ASSETS

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix IV. The Liquidator formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

Book Debts

As previously reported, the book debt owing to the Company relates to funds outstanding from a sale of the Company's assets which was carried out prior to the appointment of the Liquidator.

At the date of Liquidation the sum of £12,500.00 was outstanding and to date, £10,000.00 remains outstanding.

As previously reported, the Liquidator had instructed solicitors to assist him in recovering the balance due from the purchaser, Cash Chopper Limited. The sum of £500 has been received in this reporting period, and negotiations were ongoing for a payment arrangement to address the balance. However, in August 2018 Cash Chopper Limited entered Liquidation. We have submitted a claim for the balance of £10,000 however the statement of affairs reflects that dividend prospect are ublkely and therefore there would be no material benefit to creditors of the Company.

The balance of £10,000 is considered irrecoverable.

Cash in Hand

These funds also relate to the sale of assets. The sum of £3,000.00 was held by Kingsland Business Recovery and has been paid over to the Liquidator.

Bank Interest Gross

A minimal amount of £1.44 has been received on the credit balance held in the client account.

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 list at Appendix III. 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.

Preferential creditors

Employee claims

The Liquidator has not received any preferential claims

Unsecured creditors

The trade and expense creditors as per the statement of affairs totalled £140,728.00. Unsecured claims totalling £78,333.40 have been received during the course of the liquidation.

Dividend prospects

There is no prospect of a dividend to any class of creditor. Notice of no dividend is enclosed with this progress report.

Where a floating charge is created after 15 September 2003 a prescribed part of the company's net property shall be made available to unsecured creditors.

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

FEES AND EXPENSES

Pre-Appointment Costs

At the meeting on 30 March 2016 the creditors authorised the fee of £10,000 plus VAT and disbursements for assisting the directors in carrying out relevant work in placing the Company into Liquidation and with preparing the Statement of Affairs ("Statement of Affairs Fee").

The sum of £3,772.56 has been paid to Kingsland Business Recovery from first realisations and is reflected on the enclosed receipts and payments account. The balance of the Statement of Affairs Fee remains outstanding and will be written off.

Liquidator's 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 director then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a manager or director.

The Liquidator sought to approve his remuneration on the basis of the following resolution;

"That the basis of the Liquidator's fees be fixed by reference to the time properly given by the Liquidator and his staff in attending to matters to a maximum as set out in the fee estimate. Such time is to be charged at the prevailing standard hourly charge out rates used by the firm at the time when the work is performed."

However, creditors failed to submit a vote in this matter and as such the Liquidator currently has no basis upon which to draw any fees in this matter.

The time costs for the period 30 March 2018 to 8 January 2019 total £720.00, representing 4.5 hours at an average hourly rate of £160.00. The total time costs during the period of appointment amount to £7,042.00 representing 42.5 hours at an average hourly rate of £165.69.

The time cost summary can be found at Appendix IV. The Liquidator is will be unable to draw any fees against this time incurred.

Disbursements

The disbursements that have been incurred and not yet paid during the period are detailed on Appendix VI. Also included in Appendix VI is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

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/media/documents/publications/professional/Guide to Liquidators Fees Oct 2015.pdf. A hard copy of both guides may be obtained on request

This firm's charge-out rate and disbursement policy is attached to this report.

Bonding

The Liquidator is required to take out a specific bond which will reimburse the estate in the event of fraudulent activity by the office-holder. This matter has been bonded for the amount of £25,000.00, at a cost of £120.00. This cost have been paid by Kingsland Business Recovery who have been reimbursed from funds held in the case which is reflected on the attached receipts and payments account.

Advertising

The Liquidator is required to advertise notices of decisions made, or to be made, over the course of the Liquidation. The services were provided by Courts Advertising at a cost of £173.88.

These costs have been paid by Kingsland Business Recovery who have been reimbursed from funds held in the case which is reflected on the attached receipts and payments account.

Other professional costs

Solicitors

Legatus Law were instructed as legal advisors to assist the Liquidator in recovering the sums due from the asset sale. Their costs were agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT.

Legatus Law incurred time amounting to £4,376 and have been paid the sum of £500 against this amount.

Agents and Valuers

As previously reported, the Landwood Group have received £750.00 for providing their opinion on the value of the sale of assets.

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.

The Company's centre of main interest was in 16-20 Fairleigh Road, Tingley, WF3 1PW & 4 Railway Street, Huddersfield, HD1 1JP 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.

CONCLUSION

There are no other matters outstanding and the affairs of the company have been fully wound up.

If you require any further information, please contact this office.

Signed

Tauseef A Rashid

10 January 2019

APPENDIX I - STATUTORY INFORMATION

Company Name Pricewize Limited

Company Number 06971850

Former Trading Name N/A

16-20 Fairleigh Road, Tingley, WF3 1PW Trading Address

Kingsland Business Recovery, 14 Derby Road, Stapleford, Nottingham, NG9 7AA Registered Office

Liquidator Tauseef Ahmed Rashid

Kingsland Business Recovery, 14 Derby Road, Stapleford, Nottingham, NG9 7AA Liquidator's Address

Date of appointment 30 March 2016

APPENDIX II – RECIEPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM 30 MARCH 2018 TO 8 JANUARY 2019 AND DATE OF APPOINTMENT TO CLOSURE

Pricewize Limited (In Liquidation) Liquidator's Summary of Receipts & Payments

Statement of Affairs		From 30/03/2018 To 08/01/2019	From 30/03/2010 To 08/01/2019
OI Allais		10 00/01/2019 £	10 00/01/2013
-			
	ASSET REALISATIONS		
12,500.00	Book Debts	500.00	2,500.00
3,000.00	Cash in Hand	NIL	3,000.00
	Bank Interest Gross	0.37	1.44
		500.37	5,501.44
	COST OF REALISATIONS		
	Preparation of S. of A.	1,372.56	3,772.56
	Office Holders Expenses	293.88	293.88
	Agents/Valuers Fees (1)	NIL	750.00
	Agents Expenses	NIL	105.00
	Legal Fees (1)	500.00	500.00
	Legal Expenses	NIL	80.08
		(2,166.44)	(5,501.44
	UNSECURED CREDITORS		
(16,255.00)	Trade & Expense Creditors	NIL	NIL
(62,574.00)	Directors	NIL	NIL
(13,000.00)	Royal Bank of Scotland	NIL	NIL
(48,899.00)	HM Revenue & Customs	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIT
125,328.00)		(1,666.07)	(0.00)
	REPRESENTED BY		
			NIL

APPENDIX III - DETAILED LIST OF WORK UNDERTAKEN

General Description	Undertaken in Review Period
Administration and Planning	
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Document maintenance/file	Filing of documents Periodic file reviews
review/checklist	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	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations
	Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Creditor reports	Preparing annual progress report, investigation, meeting and general reports to creditors Disclosure of sales to connected parties
Investigations	
SIP 2 Review	3Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
Realisation of Assets	
Deblors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Liaising with debt collectors and solicitors
Creditors	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Corresponding with the PPF and the Pensions Regulator
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD

APPENDIX IV - TIME COSTS SUMMARY FOR PERIOD, CUMULATIVE & COMPARISON WITH ESTIMATE FOR THE PERIOD FORM 30 MARCH 2018 TO 8 JANUARY 2019

	Origi	Original fees estimate	1 3	Actual time	9 incurred	Actual time incurred Review Period	∴ Actual	Actual time incurred in Total	n Total
Work Category	Number of Hours	Average Hourly Rate (£)	Total fees (£)	Number of Hours	Average Hourly Rate (£)	Total fees (£)	Number of Hours	Average Hourly Rate (£)	Total fees (£)
File Reviews & Strategy, Notes	7.0	196.43	1,375.00	0.7	180.00	126.00	3.2	180.00	576.00
Post Appointment Formalities	5.5	164.55	00.306	8.0	90:00	72.00	5.4	149.26	806.00
Initial/meetings > \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \	1.0	315.00	315.00	0.0	0.00	0.00	1.0	315.00	315.00
ADMINISTRATION & PLANNING(TOTAL)	13.5	192.22	2,595.00	1.5	132.00	198.00	9.6	176.77	1,697.00
CASE SPECIFIC MATTERS (TOTAL)	0.0	0.00	0.00	0.0	0.00	0.00	0.0	0.00	00:00
Periodic:Meetings and									
Reports	8.5	203.82	1,732.50	80.	180.00	324.00	4.55	175.05	796.50
Pension scheme	0.5	90.00	45.00	0.0	0.00	0.00	0.0	0.00	0.00
Taxation (post appointment)	2.0	247.50	495.00	0.5	144.00	72.00	1.3	152.31	198.00
Unsecured Creditors	3.5	205.71	720.00	0.0	0.00	0.00	0.6	180.00	108.00
CREDITORS (TOTAL)	14.5	206.38	2,992.50	2.3	172.17	396.00	6.45	170.93	1,102.50
1. 10 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.									
Correspondence with Directors	5.0	216.00	1,080.00	0.0	0.00	0.00	0.6	180.00	108.00
Investigative Work (including conduct reporting)	20.5	144.88	2,970.00	0.0	0.00	0.00	19.95	145.94	2,911.50
INVESTIGATIONS (TOTAL)	25.5	158.82	4,050.00	0.0	0.00	0.00	20.55	146.93	3,019.50
Book Debts	6.0	231.67	1,390.00	0.4	180.00	72.00	4.3	204.42	879.00
Plant and Machinery	1.0	180.00	180.00	0.0	0.00	00:00	0.2	180.0	36.00
Stock ****	2.0	215.00	430.00	0.0	0.00	0.00	0.8	25000	200.00

APPENDIX IV - TIME COSTS SUMMARY FOR PERIOD, CUMULATIVE & COMPARISON WITH ESTIMATE FOR THE PERIOD FORM 30 MARCH 2018 TO 8 JANUARY 2019

Other Assets REALISATIONS OF ASSETS (TOTAL)	0.0	222.22	2,000.00	0.3	0.3 180.00	54.00 126.00	9. 6.	207.29	1,223.00
GRANDTOTAL	62.5	11,637.50	186.20	4.5	160.00	720.00	42.5	165.69	7,042.00

APPENDIX V – EXPENSES SUMMARY FOR PERIOD 30 MARCH 2018 TO 8 JANUARY 2019 AND DATE OF APPOINTMENT TO CLOSURE

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period	Actual expenses incurred over the whole period	Amount Paid to Kingsland Business Recovery £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 Expenses					
Advertising	280.89	Nil	173.88	173.88	N/A
Bonding	120.00	Nil	120.00	120.00	N/A
Bank Charges	5.00	Nil	Nil	Nil	N/A
Total	405.89	Nil	293.88	293.88	N/A

Current Charge-out Rates for the firm

Time charging policy

Support staff do charge their time to each case.

Support staff only includes administration support. No secretarial and cashier services are charged to any cases. Time spent by support staff carrying out shorter tasks, such as typing or dealing with post, is not charged to cases but is carried as an overhead of the firm. Only where a significant amount of time is spent at one time on a case is a charge made for support staff.

The minimum unit of time recorded is 6 minutes.

	Charge out rates
Insolvency Practitioner/Partners	315
Managers	210 - 250
Administrators	120 - 180
Secretarial/Administration support staff	90

Disbursements

In accordance with Statement of insolvency Practice 9 (SIP9) 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/members. 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 Kingsland Business Recovery; 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, specific bond insurance 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 allocation being approved by creditors in advance. It is this firm's policy not to charge category 2 expenses to the cases.