

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



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02/10/2019

#431

COMPANIES HOUSE

### 1 Company details

Company number 06997337  
Company name in full Ben Riggott Photography Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals

### 2 Liquidator's name

Full forename(s) Andrew  
Surname Hosking

### 3 Liquidator's address

Building name/number 3rd Floor  
Street 37 Frederick Place  
Post town Brighton  
County/Region  
Postcode BN1 4EA  
Country

### 4 Liquidator's name ①

Full forename(s) Sean  
Surname Bucknall

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number 3rd Floor  
Street 37 Frederick Place  
Post town Brighton  
County/Region  
Postcode BN1 4EA  
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> 3	<sup>d</sup> 1	<sup>m</sup> 0	<sup>m</sup> 7	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 8
To date	<sup>d</sup> 3	<sup>d</sup> 0	<sup>m</sup> 0	<sup>m</sup> 7	<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> 3	<sup>d</sup> 0	<sup>m</sup> 0	<sup>m</sup> 9	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9
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LIQ03

Notice of progress report in voluntary winding up



**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 **Jamie Balding**

Company name **Quantuma LLP**

Address **3rd Floor**

**37 Frederick Place**

Post town **Brighton**

County/Region **Sussex**

Postcode **B N 1 4 E A**

Country

DX

Telephone **01273 322400**



**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)**

## **BEN RIGGOTT PHOTOGRAPHY LIMITED (IN CREDITORS' VOLUNTARY LIQUIDATION)**

### **THE JOINT LIQUIDATORS' PROGRESS REPORT**

**30 September 2019**

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

**Andrew Hosking and Sean Bucknall of Quantuma LLP, 3rd Floor, 37 Frederick Place, Brighton, BN1 4EA, were appointed Joint Liquidators of Ben Riggott Photography Limited on 31 July 2018.**

**Andrew Hosking and Sean Bucknall are licensed to act as Insolvency Practitioners by the Insolvency Practitioners Association**



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## **ABBREVIATIONS**

For the purpose of this report the following abbreviations shall be used.

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	Andrew Hosking and Sean Bucknall of Quantuma LLP
"the Company"	Ben Riggott Photography Limited (in Creditors' Voluntary Liquidation)
EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 31 July 2018 to 30 July 2019

## **1. INTRODUCTION**

### **Introduction**

This report has been prepared to provide members and creditors with an update on the progress of the Liquidation of the Company since our appointment as Joint Liquidators on 31 July 2018.

A schedule of statutory information in respect of the Company is attached at **Appendix 1**.

### **Details of the Appointment of the Joint Liquidators**

Andrew Hosking and Sean Bucknall of Quantuma LLP were appointed Joint Liquidators of the Company on 31 July 2018.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

## **2. THE PROGRESS OF THE LIQUIDATION**

### **The Joint Liquidators' Receipts and Payments Account**

Attached at **Appendix 2** is a receipts and payments account covering the Review Period.

The rest of this report describes the key developments in the Liquidation over the Review Period.

We have summarised the main asset realisations during the Review Period and an estimation of the those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

### **VAT Basis**

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs ("HMRC") shown separately. There is currently a small residual balance of VAT due to HMRC, however it is anticipated that further costs will be incurred to negate this sum.

### **Administrative, Statutory & Regulatory Tasks**

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Informing all relevant persons of the commencement of the Liquidation, including filing statutory documents at Companies House and meeting statutory advertising requirements;
- Drafting and issuing the progress report to creditors;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining electronic case files, which must include records to show and explain the Liquidation and any decisions made by the Joint Liquidators that materially affect the Liquidation,
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with the statutory requirements;



- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments;
- Completing periodic tax returns; and
- Preparing a report on the conduct of the director as required by the Company Directors Disqualification Act

## **Realisation of Assets**

### **Sale of Assets to a Connected Party**

Prior to the appointment of the Joint Liquidators, the Company instructed Key Appraisal Limited ("KAL"), who are professional independent agents with adequate professional indemnity insurance, to dispose of the Company's assets using the most advantageous method available.

Ben Riggott Limited ("BRL") expressed an interest in purchasing the Company's photography equipment. BRL is connected with the Company by way of a mutual director/shareholder.

Therefore, BRL was invited to contact KAL direct to progress its interest. KAL weighed up the advantages of a swift sale, which would avoid the ongoing costs of storing and marketing the equipment, against the potential of attracting a better offer albeit that this would involve incurring more costs. KAL concluded that BRL's offer was very likely to represent the best net realisation for the equipment and they recommended that the offer be accepted

Consequently, the Company's photography equipment was sold to BRL on 24 July 2018 for £7,750 (exclusive of any VAT), which was received in full by the Joint Liquidators on 15 August 2018.

### **Cash at Bank**

The balance of the Company's bank account was transferred to the Liquidation account in October 2018, and £144 was received in this respect.

### **Bank Interest Gross**

Gross bank interest of £2 has been paid into the Liquidation bank account.

### **Estimated Future Realisations**

#### **Settlement of Company Tax Liability**

Creditors may recall from the director's report that the Company was issued with an Accelerated Payment Notice ("APN") in respect of some tax planning that had been undertaken

Throughout the Review Period, the Liquidators have been in correspondence with both HMRC and the director and his advisors, with a view to agreeing a sum being contributed into the Liquidation in settlement of any potential claims being brought against the director by the Liquidators, or HMRC.

As these discussions are ongoing, no further details will be provided at this stage so as to not prejudice the negotiations.

### **Costs Incurred but Remaining Unpaid**

During the Review Period, the Joint Liquidators have also incurred time costs and category 2 disbursements, not all of which have yet been discharged. Further details of these costs are set out below.



### 3. CREDITORS: CLAIMS AND DISTRIBUTIONS

#### Secured Creditors

The Company had granted the following security:

Type of charge	Date Created	Beneficiary
Fixed Charge	29 March 2017	Ben Riggott
Fixed Charge	29 March 2019	GBF Capital Limited

No distribution has been made to either of the secured creditors in the Review Period. It is not anticipated that there will be any fixed asset realisations to facilitate a distribution to any secured creditors under a fixed charges.

#### Preferential Creditors

There are no preferential creditors in this case.

#### Prescribed Part

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the unsecured creditors. This equates to

- 50% of net property up to £10,000; plus
- 20% of net property in excess of £10,000, subject to
- A maximum of £600,000.

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.

#### Unsecured Creditors

Unsecured claims were estimated at £657,163 in the Director's Estimated Statement of Affairs and, to date, three claims have been received totalling £657,718

A dividend to unsecured creditors is expected, in the event that a settlement can be agreed in respect of the Company's tax liability. The quantum of any distribution will be dependent on the final costs and the level of agreed claims.

#### Claims Process

Due to the possible distribution to unsecured creditors, you are requested to submit claims to the address on the front of this report, marked for the attention of Jamie Balding.

A Proof of Debt form is attached at **Appendix 5**





#### **4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS**

##### **Investigations**

During the Review Period, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the director by means of a questionnaire; making enquiries of the Company's accountants; reviewing information received from creditors, and collecting and examining the Company's bank statements, accounts and other records.

The directors provided the books and records and a completed questionnaire as well as a Statement of Affairs.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the director 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 revealed matters that the Joint Liquidators considered merited further investigation. As referred to in earlier sections of this report, the Company undertook tax planning in the years prior to the appointment of the Liquidators. The Liquidators and their staff have spent a considerable amount of time reviewing the tax planning utilised, and in correspondence with HMRC to establish the terms of the planning.

It is hoped that a tripartite agreement between the Liquidators, the director, and HMRC can be reached, and funds paid into the Liquidation account accordingly.

##### **Pre-Appointment Transactions with Connected Parties**

As referred to above, the Company's photography equipment was sold to BRL on 24 July 2018. Details in accordance with the guidance given in SIP13 are provided in section 2 of this report.

The Joint Liquidators have reviewed the transactions and are of the opinion that the sale was "for value" and provided the best possible outcome for the Company's creditors in the circumstances.

##### **EU Regulations (Whether Proceedings Are Main Proceedings or Territorial)**

The Company's centre of main interest was in the UK as the registered office address was C/O Ten Forward Finance Limited, Balfour House, 741 High Road, London, N12 0BP, and the trading address was 46 Morris Road, London, E14 6NQ, and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

##### **Further Information**

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about Quantuma LLP, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information/>

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk/>.



## General Data Protection Regulation

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link [www.quantuma.com/legal-notices/](http://www.quantuma.com/legal-notices/).

## 5 THE JOINT LIQUIDATORS' REMUNERATION AND EXPENSES

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 6 April 2017 together with the firm's current schedule of charge-out rates and chargeable disbursements may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

### Pre-Appointment Costs

A fixed fee of £7,500 plus VAT was agreed and paid by the Company prior to the winding-up resolution.

### Joint Liquidators' Remuneration

The basis of the Joint Liquidators' fees was fixed by postal resolutions considered and approved by creditors on 29 August 2019 as follows:

- 1 That the basis of the Joint Liquidators' fees be fixed by reference to the time properly given by the Joint Liquidators and their staff in attending to matters as set out in the fees estimate, such time to be charged at the prevailing standard hourly charge out rates used by Quantuma LLP at the time when the work is performed (plus VAT).

In accordance with this resolution, fees totalling £6,613 plus VAT have been drawn.

We believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon us as Joint Liquidators.

### Comparison of Estimates

The Joint Liquidators' time costs incurred to date (whether or not they have been charged to the Liquidation estate) are compared with the original fees estimate and the actual time costs incurred to date. The fee estimate covered the entire period of Liquidation

For a detailed schedule of work undertaken by the Joint Liquidators during the Review Period, see **Appendix 3** A detailed narrative list of the work undertaken during the Review Period is provided at **Appendix 4**.

Work Category	Original Fees Estimate			Actual Time Costs Incurred During the Review Period		
	No. of Hours	Blended hourly rate (£) per hour	Total fees (£)	No. of Hours	Average hourly rate (£) per hour	Total time costs (£)
Administration and Planning	44.50	208.99	9,300.00	17.35	214.77	3,726.25
Creditors	30.30	200.74	6,082.50	7.50	156.93	1,177.00
Investigations	17.00	195.59	3,325.00	8.90	158.43	1,410.00



	Original Fees Estimate			Actual Time Costs Incurred During the Review Period		
Work Category	No. of Hours	Blended hourly rate (£) per hour	Total fees (£)	No. of Hours	Average hourly rate (£) per hour	Total time costs (£)
Realisation of Assets	21.00	183.33	3,850.00	4.40	181.31	7,841.75
Cashiering	6.00	200.00	1,200.00	5.10	143.82	733.50
Closing Procedures	9.00	230.56	2,075.00	Nil	N/A	Nil
<b>TOTAL</b>	<b>127.80</b>	<b>202.13</b>	<b>25,832.50</b>	<b>43.25</b>	<b>181.31</b>	<b>7,841.75</b>

The expenses incurred to date are compared with the original expenses estimate as follows:

Expenses	Original expenses estimate (£)	Actual expenses incurred in the Review Period (£)
Category 1 Disbursements:		
Postage	80.00	4.20
Specific Bond	135.00	135.00
Statutory Advertising	162.90	162.90
Category 2 Disbursements:		
AML Search		Nil
Photocopying	60.00	7.00
Stationery	50.00	2.50
Storage Costs	50.00	Nil
<b>TOTAL</b>	<b>537.90</b>	<b>311.60</b>

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Quantuma LLP's current schedule of charge-out rates and chargeable disbursements referred to above. Creditors approved the payment of Category 2 disbursements on these bases on 29 August 2019.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that:

- the original fees estimate is unlikely to be exceeded; and
- the original expenses estimate is unlikely to be exceeded

I do not anticipate having to obtain approval for a further increase in my fees estimate.



## **Other Professional Costs**

### **Agents & Valuers**

As referred to above, Key were instructed as agents by the Company in relation to the sale of the Company's photography equipment. Key's costs were agreed on a fixed fee basis of £775 plus VAT, and these costs have been paid in full.

All professional costs are reviewed and analysed before payment is approved.

### **Creditors' Right to Request Information**

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

### **Creditors' Right to Challenge Remuneration and/or Expenses**

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

### **Future of the Liquidation**

As referred to above, the Liquidators remain in correspondence with the director and HMRC, in respect of a potential settlement of the Company's tax liability. It is hoped that this can be resolved prior to the second anniversary of the Liquidation, following which a first and final distribution will then be made to the unsecured creditors.

Once the dividend has been paid, the Joint Liquidators will seek their release from office by issuing their final account to members and creditors

Should you have any queries in regard to any of the above please do not hesitate to contact Jamie Balding on 01273 322 400 or by e-mail at [jamie.balding@quantuma.com](mailto:jamie.balding@quantuma.com).



**Sean Bucknall**  
Joint Liquidator

**Ben Riggott Photography Limited  
(IN CREDITORS' VOLUNTARY LIQUIDATION)****STATUTORY INFORMATION**

Company Name	Ben Riggott Photography Limited
Trading Address	46 Morris Road, London, E14 6NQ
Proceedings	In Creditors' Voluntary Liquidation
Date of Appointment	31 July 2018
Joint Liquidators	Andrew Hosking Sean Bucknall Quantuma LLP 3rd Floor, 37 Frederick Place, Brighton, Sussex, BN1 4EA
Change in Office Holder	N/A
Registered office Address	c/o Quantuma LLP 3rd Floor, 37 Frederick Place, Brighton, Sussex, BN1 4EA
Company Number	06997337
Incorporation Date	21 August 2009

**Ben Riggott Photography Limited  
(IN CREDITORS' VOLUNTARY LIQUIDATION)**

**THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 30 JULY 2019**

**Ben Riggott Photography Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts and Payments**  
**To 30 July 2019**

<b>RECEIPTS</b>	<b>Statement of Affairs (£)</b>	<b>Total (£)</b>
Sale of Photography Equipment	6,975.00	7,750 00
Debtors	Uncertain	0.00
Investments	Uncertain	0.00
Cash at Bank	Uncertain	144.00
Bank Interest Gross		1 73
		<hr/>
		7,895 73
		<hr/>
<b>PAYMENTS</b>		
Specific Bond		135.00
Joint Liquidators' Fees		6,612.75
Joint Liquidators' Disbursements		13.70
Agents/Valuers Fees (1)		775.00
Statutory Advertising		162.90
Preference Shares	(243,469.00)	0.00
Directors	(100,446.00)	0.00
HM Revenue and Customs	(313,248.00)	0.00
Ordinary Shareholders	(1.00)	0.00
		<hr/>
		7,699.35
		<hr/>
Net Receipts/(Payments)		196 38
		<hr/>
 <b>MADE UP AS FOLLOWS</b>		
Bank 1 Current		206.51
VAT Receivable / (Payable)		(10.13)
		<hr/>
		196.38
		<hr/>

**Ben Riggott Photography Limited  
(IN CREDITORS' VOLUNTARY LIQUIDATION)**

**SCHEDULE OF THE JOINT LIQUIDATORS' TIMECOSTS DURING THE REVIEW PERIOD**



# Time Entry - Detailed SIP9 Time & Cost Summary

6002955 - Ben Riggott Photography Limited  
To 30/07/2019  
Project Code POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 Administration & Planning	0.20	0.00	0.40	0.10	0.70	143.50	205.00
103 IPS Case / File set up/ Filing	0.10	0.00	0.10	0.65	0.85	107.25	126.18
104 General Administration	0.40	0.00	6.10	0.30	6.80	1,098.50	161.54
105 Case strategy / Review	1.10	0.00	1.70	0.00	2.80	604.50	215.89
106 VAT & CT matters and returns	0.00	0.00	0.60	0.00	0.60	91.00	151.67
506 Tax / VAT	5.60	0.00	0.00	0.00	5.60	1,681.50	300.27
<b>Admin &amp; Planning</b>	<b>7.40</b>	<b>0.00</b>	<b>8.90</b>	<b>1.05</b>	<b>17.35</b>	<b>3,726.25</b>	<b>214.77</b>
600 Cashiering	0.00	0.00	2.40	2.70	5.10	733.50	143.82
<b>Cashiering</b>	<b>0.00</b>	<b>0.00</b>	<b>2.40</b>	<b>2.70</b>	<b>5.10</b>	<b>733.50</b>	<b>143.82</b>
201 Creditors	0.20	0.00	0.20	0.00	0.40	90.00	225.00
203 Creditor correspondence / Call	0.00	0.00	1.00	0.00	1.00	150.00	150.00
207C Dealing with HMRC/RPO Claims	0.00	0.00	4.30	0.00	4.30	667.00	155.12
212 Initial Appointment Notifications to Creditors	0.00	0.00	1.80	0.00	1.80	270.00	150.00
<b>Creditors</b>	<b>0.20</b>	<b>0.00</b>	<b>7.30</b>	<b>0.00</b>	<b>7.50</b>	<b>1,177.00</b>	<b>156.93</b>
300 Investigations	0.00	0.00	8.10	0.00	8.10	1,215.00	150.00
301 QDIDA Reports	0.30	0.00	0.30	0.00	0.60	135.00	225.00
302 Pursuing Antecedent Transactions	0.20	0.00	0.00	0.00	0.20	60.00	300.00
<b>Investigations</b>	<b>0.50</b>	<b>0.00</b>	<b>8.40</b>	<b>0.00</b>	<b>8.90</b>	<b>1,410.00</b>	<b>158.43</b>
400 Realisation of Assets	0.90	0.00	0.00	0.00	0.90	270.00	300.00
405 Debtors	0.00	0.00	2.60	0.00	2.60	390.00	150.00
406 Sale of Business	0.00	0.00	0.20	0.00	0.20	30.00	150.00
410 Sale of Shares	0.00	0.00	0.50	0.00	0.50	75.00	150.00
411 Cash at Bank	0.00	0.00	0.20	0.00	0.20	30.00	150.00
<b>Realisation of Assets</b>	<b>0.90</b>	<b>0.00</b>	<b>3.50</b>	<b>0.00</b>	<b>4.40</b>	<b>795.00</b>	<b>180.68</b>
<b>Total Hours</b>	<b>9.00</b>	<b>0.00</b>	<b>30.50</b>	<b>3.75</b>	<b>43.25</b>	<b>7,841.75</b>	<b>181.31</b>
<b>Total Fees Claimed</b>						<b>6,612.75</b>	

**Ben Riggott Photography Limited  
(IN CREDITORS' VOLUNTARY LIQUIDATION)**

**DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING  
THE REVIEW PERIOD**

Description of work undertaken	Technology
ADMINISTRATIVE ACTIVITIES	
<p>Advising creditors of the liquidation</p> <p>Preparing and filing of documents to meet statutory requirements</p> <p>Advertising in accordance with statutory requirements</p> <p>Preparing and filing of VAT Returns</p> <p>Preparing and filing of Corporation Tax Returns</p>	<p>Filing of documents to meet statutory requirements</p> <p>Advertising in accordance with statutory requirements</p>
Other work undertaken	
Collection and making an inventory of company books and records	Collection and making an inventory of company books and records
Preparing and filing of VAT Returns	
Preparing and filing of Corporation Tax Returns	
Discussions regarding strategies to be pursued	Discussions regarding strategies to be pursued
Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case	Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Periodic file reviews	Periodic file reviews
Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards	Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards
Maintenance of statutory and case progression task lists/diaries	Maintenance of statutory and case progression task lists/diaries
Updating checklists	Updating checklists
Preparation and filing of VAT Returns	Preparation and filing of VAT Returns
Preparation and filing of Corporation Tax Returns	Preparation and filing of Corporation Tax Returns
Receive and follow up creditor enquiries via telephone	Receive and follow up creditor enquiries via telephone
Review and prepare correspondence to creditors and their representatives via email and post	Review and prepare correspondence to creditors and their representatives via email and post
Corresponding with the PPF and the Pensions Regulator	Corresponding with the PPF and the Pensions Regulator
Preparing a fee estimate for inclusion with the report to creditors	Preparing a fee estimate for inclusion with the report to creditors

<p>the production of more and better loans.</p>	<p>include:</p>
<p>Advising the Insolvency Service of the company's affairs and the progress of the investigation</p>	<p>Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken</p>
<p>Preparing a report for the Insolvency Service</p>	<p>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</p>
<p>Requisitioning the company's assets</p>	
<p>Verifying the company's assets</p>	
<p>Assessing the company's liabilities</p>	<p>Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and arranging for reassignment of ledger Liaising with debt collectors and solicitors Agreeing debt collection agency agreements Dealing with disputes, including communicating with directors/former staff Pursuing credit insurance claims Submitting VAT bad debt relief claims</p>
<p>Preparing the company's accounts</p>	<p>Contacting the bank to arrange closure of the account and payment of the funds to the estate</p>
<p>Preparing the company's tax returns</p>	
<p>Preparing the company's VAT returns</p>	<p>Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book</p>
<p>Preparing the company's bank statements</p>	<p>Issuing cheques/BACS payments</p>
<p>Preparing the company's bank transfers</p>	<p>Banking remittances</p>
<p>Preparing the company's bank reconciliation</p>	
<p>Preparing the company's bank statements</p>	<p>Preparing and filing statutory receipts and payments accounts at Companies House</p>

#### Current Charge-out Rates of the staff working on the case

##### Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes

Rates are likely to be subject to periodic increase.

Staff	Charge-out rate
Partners	495.00
Directors	300.00
Manager	200.00
Assistant Manager	185.00
Senior Administrator	175.00
Administrator	150.00
Cashier	125.00
Junior Administrator	95.00

PROOF OF DEBT - GENERAL FORM

**Ben Riggott Photography Limited**

Date of Resolution for voluntary winding up: 31 July 2018

DETAILS OF CLAIM		
1	Name of Creditor (if a company, its registered name)	
2	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> <li>For UK companies: its registered number</li> <li>For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
4.	Total amount of claim, including any Value Added Tax, as at the date of liquidation, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£ ) / NO
6	Particulars of how and when debt incurred	
7	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category  Amount(s) claimed as preferential £
11.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.:  Account Name:  Sort code:
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO