

LIQ03

Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



A6L7S4YZ

A18

13/12/2017

#14

COMPANIES HOUSE

1 Company details

Company number 0 7 2 6 2 0 9 5

Company name in full Oakes Consultants Limited

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

2 Liquidator's name

Full forename(s) Paul

Surname Masters

3 Liquidator's address

Building name/number Leonard Curtis

Street Bamfords Trust House

85-89 Colmore Row

Post town Birmingham

County/Region

Postcode B 3 2 B B

Country

4 Liquidator's name ①

Full forename(s) Conrad

Surname Beighton

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

5 Liquidator's address ①

Building name/number Leonard Curtis

Street Bamfords Trust House

85-89 Colmore Row

Post town Birmingham

County/Region

Postcode B 3 2 B B

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 9	^m 1	^m 0	^y 2	^y 0	^y 1	^y 6
To date	^d 1	^d 8	^m 1	^m 0	^y 2	^y 0	^y 1	^y 7

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 1	^d 1	^m 1	^m 2	^y 2	^y 0	^y 1	^y 7
----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

**Oakes Consultants Limited
(In Creditors' Voluntary Liquidation)**

Company Number: 07262095

Former Registered Office: Stable Cottage High Street, Babraham, Cambridge CB22 3AG

**Joint Liquidators' Second Progress Report
pursuant to Section 104A(1) of the Insolvency Act 1986 (as amended)
and Rule 18.3 of the Insolvency (England and Wales) Rules 2016**

11 December 2017

**Paul Masters and Conrad Beighton - Joint Liquidators
Leonard Curtis**

**Bamfords Trust House, 85-89 Colmore Row,
Birmingham B3 2BB**

Tel: 0121 200 2111 Fax: 0121 200 2122

recovery@leonardcurtis.co.uk

Ref: B/24/LA/SO194C/1010

CONTENTS

- 1 Introduction
- 2 Conduct of the Liquidation
- 3 Receipts and Payments Account
- 4 Outcome for Creditors
- 5 Investigations
- 6 Joint Liquidators' Remuneration, Expenses and Disbursements and Creditors' Rights
- 7 Matters Still to be Dealt With
- 8 Other Matters

APPENDICES

- A Summary of Joint Liquidators' Receipts and Payments from 19 October 2015 to 18 October 2016, 19 October 2016 to 18 October 2017 and Cumulative to Date
- B Summary of Joint Liquidators' Time Costs from 19 October 2016 to 18 October 2017
- C Summary of Joint Liquidators' Time Costs from 19 October 2015 to 18 October 2017, Incorporating a Comparison of the Joint Liquidators' Fees Estimate
- D Detailed Narrative of Work Performed by the Joint Liquidators and their Staff
- E Comparison of Joint Liquidators' Expenses from 19 October 2015 to 18 October 2017 with Statement of Likely Expenses
- F Leonard Curtis Policy Regarding Fees, Expenses and Disbursements
- G Proof of Debt Form
- H Creditors' Notice Electing to Opt Out From Receiving Documents
- I Notice of General Use of Website to Deliver Documents

TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES

1 INTRODUCTION

- 1.1 Paul Masters and Conrad Beighton were appointed Joint Liquidators of Oakes Consultants Limited ("the Company") on 19 October 2015.
- 1.2 Paul Masters and Conrad Beighton are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales.
- 1.3 There has been no change in office holder since the date of liquidation.
- 1.4 This report provides an update on the conduct of the liquidation for the period from 19 October 2016 to 18 October 2017, as required by Section 104A(1) of the Insolvency Act 1986 (as amended) ("the Act") and Rule 18.3 of the Insolvency (England and Wales) Rules 2016 ("the Rules"). It contains details of the progress made, the expected outcome for creditors and other information that the Joint Liquidators are required to disclose. This report should be read in conjunction with the previous progress report dated 12 December 2016.
- 1.5 All figures are stated net of VAT.

Your Right to Opt Out from Receiving Documents

- 1.6 As a creditor, you have a right to elect to opt out from receiving documents relating to this liquidation; however, even if you do choose to opt out, there are certain documents that you will still receive, these being:
- Any notices which the Act requires to be delivered to all creditors without expressly excluding opted out creditors;
 - Any notices of a change in the Joint Liquidators or the contact details for the Joint Liquidators; and
 - Any notices relating to distributions, intended distributions and notices required to be given by court order.
- 1.7 Opting out will not affect a creditor's entitlement to receive dividends should any be paid to creditors.
- 1.8 Unless provided to the contrary in the Rules, opting out will not affect any right a creditor may have to vote in a decision procedure or to participate in a deemed consent procedure in the proceedings although the creditor will not receive notice of it.
- 1.9 A creditor who opts out will be treated as having opted out in respect of any consecutive insolvency proceedings of a different kind in respect of the Company.
- 1.10 Creditors may, at any time, elect to opt out. The election to opt out must be by a notice in writing, authenticated and dated by the creditor and delivered to the Joint Liquidators. An example of such a Notice is attached at Appendix H. A creditor becomes an opted out creditor when the notice is delivered to the Joint Liquidators and will remain an opted out creditor for the duration of the proceedings unless the opt out is revoked.
- 1.11 An opted out creditor may revoke the election to opt out by a further notice in writing, authenticated and dated by the creditor and delivered to the Joint Liquidators. The creditor ceases to be an opted out creditor from the date the notice is received by the Joint Liquidators.

General Use of Website

- 1.12 The Joint Liquidators are proposing to communicate with creditors during the liquidation via a website, in accordance with Rule 1.50 of the Rules. The address of the website is <http://leonardcurtis.insolvencydata.co.uk> and the online key code is C74FWCGE.

1.13 Pursuant to the attached notice at Appendix I, all future documents in the proceedings (other than those listed in the notice) will be made available for viewing and downloading on a website without further notice. All documents and information made available via the website will remain on the website for at least two months after the conclusion of the administration of the liquidation.

1.14 The Joint Liquidators will, however, continue to send you documents for which personal delivery is required, any notice of intention to declare a dividend and any documents addressed specifically to you (as against documents addressed to a class of creditors). The Joint Liquidators will not automatically send you hard copies of other documents uploaded to the website unless you request us to. Please refer to the enclosed "Notice Of General Use Of Website" for further information.

2 CONDUCT OF THE LIQUIDATION

2.1 The Company's registered office was changed to Leonard Curtis, Bamfords Trust House, 85-89 Colmore Row, Birmingham B3 2BB on 12 November 2015.

Director's Loan Account

2.2 At the date of the Joint Liquidators' appointment, the director's loan account was overdrawn in the sum of £36,800, according to the Company's financial statements as at 31 May 2014. This amount has been offset against sums of £5,303 which were owed to the director in respect of business expenditure incurred by him personally, resulting in the sum of £31,497 owing to the Company.

2.3 As previously reported, a settlement of £26,194 was offered by the director and, with the assistance provided by Higgs & Sons solicitors, this has been received in full.

Office Equipment

2.4 The Company owned a computer, which was sold to an unconnected third party for £200 plus VAT. The sale consideration has been received in full.

Balance at Bank

2.5 The Company operated a current account with HSBC Bank Plc ('HSBC') which was understood to be £25,718 in credit at the date of liquidation. HSBC remitted the balance to the Joint Liquidators on 26 November 2015, in the sum of £25,440. No additional realisations are anticipated from this source.

Debtor

2.6 At the date of liquidation, the Company was owed £20,880 in respect of work previously invoiced.

2.7 Debtor monies were received in full on 28 April 2016.

Work in Progress

2.8 Prior to the cessation of trade, the Company undertook 12 days of chargeable work in September 2015, with a value of £8,640. These monies were received in full by the Joint Liquidators on 28 April 2016, from Mr Peter Oakeshott.

Interest

2.9 Interest of £40 has accrued to date, in respect of funds held in the case account.

3 RECEIPTS AND PAYMENTS ACCOUNT

- 3.1 A summary of the Joint Liquidators' receipts and payments for the periods from 19 October 2015 to 18 October 2016, 19 October 2016 to 18 October 2017 and cumulative to 18 October 2017 is attached at Appendix A.

4 OUTCOME FOR CREDITORS

Secured Creditors

- 4.1 There are no registered charges against the Company.

Preferential Creditors

- 4.2 At the date of liquidation, there was one preferential creditor, with estimated claims totalling £600.
- 4.3 The creditor has confirmed that no preferential claim will be submitted in this case.

Prescribed Part

- 4.4 As the Company has no unsatisfied post-Enterprise Act charges, there is no requirement to set aside a prescribed part in this case.

Ordinary Unsecured Creditors

- 4.5 At the date of liquidation, there were estimated unsecured creditor claims totalling £72,341.
- 4.6 The table below illustrates the position regarding the claims of the ordinary unsecured creditors:

	As at Date of Liquidation	Claims Admitted
	£	£
Trade and Expense	402.97	402.97
HM Revenue and Customs	69,938.00	74,141.49
Unsecured Employee Claim	2,000.00	-
	72,340.97	74,544.46

- 4.7 On 18 August 2017, a first dividend of 51.82 pence in the pound was declared to all proven unsecured creditors, resulting in a total distribution of £38,629, which is represented on the Joint Liquidators' receipts and payments account at Appendix A.
- 4.8 Any further distributions are dependent upon the defraying of the costs and expenses of the liquidation. Creditors will be updated in due course.

5 INVESTIGATIONS

- 5.1 As previously reported, following the initial assessment, no detailed investigations were considered to be required by the Joint Liquidators. Nothing further has been brought to the attention of the Joint Liquidators during the period of this report.

6 JOINT LIQUIDATORS' REMUNERATION, EXPENSES AND DISBURSEMENTS AND CREDITORS' RIGHTS

Remuneration

- 6.1 A fee of £3,500 plus VAT, in respect of the preparation of the statement of affairs, was approved by creditors on 19 October 2015, which has been drawn in full.
- 6.2 On 9 January 2017, creditors resolved by way of business by correspondence that the Joint Liquidators' remuneration be payable by reference to time properly given by them and their staff in attending to matters arising in the liquidation as set out in the fees estimate dated 12 December 2016 (for an amount totalling £35,010).
- 6.3 The Joint Liquidators' time costs for the period from 19 October 2016 to 18 October 2017 amounts to £8,941, which represents 37.9 hours at an average hourly rate of £235.91. Attached at Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during this period.
- 6.4 The time charged by the Joint Liquidators and their staff for the period from 19 October 2015 to 18 October 2017 amounts to £27,972, which represents 115.8 hours at an average hourly rate of £241.55.
- 6.5 At Appendix C is a comparison of categorised time costs incurred and the estimated time costs as per the original fees estimate. You will note that the categories of time costs incurred do not generally exceed those as set out in the fees estimate. The area where significant variance has occurred is in respect of Liabilities.
- 6.6 Time posted to Liabilities has exceeded the fees estimate by £1,238.50. This is due to considerable time having been spent drafting statutory reports to creditors of the Company, as well as agreeing and paying a dividend to unsecured creditors.
- 6.7 At Appendix D is a detailed description of work undertaken attributable to each category of time costs and an explanation of why it was necessary for that work to be performed.
- 6.8 The Joint Liquidators have drawn fees totalling £23,500 plus VAT in respect of their time costs.

Expenses

- 6.9 A comparison of the Joint Liquidators' expenses from 19 October 2015 to 18 October 2017 and the Joint Liquidators' statement of likely expenses is attached at Appendix E. To assist creditors' understanding of this information, it has been separated into the following two categories:
- *Standard Expenses*: this category includes expenses payable by virtue of the nature of the liquidation process and / or payable in order to comply with legal or regulatory requirements.
 - *Case Specific Expenses*: this category includes expenses likely to be payable by the Joint Liquidators in carrying out their duties in dealing with issues arising in this particular liquidation. Included within this category are costs that are directly referable to the liquidation but are not paid to an independent third party (and which may include an element of allocated costs). These are known as 'category 2 disbursements' and they may not be drawn without creditor approval.
- 6.10 On 9 January 2017, creditors resolved that the Joint Liquidators be authorised to draw category 2 disbursements.
- 6.11 You will note that, in general, the nature and value of expenses incurred to date fall within those anticipated within the original statement of expenses.

6.12 Attached at Appendix F is additional information in relation to Leonard Curtis' policy on staffing, the use of subcontractors, disbursements and details of current charge-out rates by staff grade.

6.13 During the liquidation, the following professional advisors have been used:

Name of Professional Advisor	Service Provided	Basis of Fees
Higgs and Sons Solicitors	Recovery of director's loan account	Time costs and disbursements
MGR Appraisals Limited	Sale of Company asset	Time costs and disbursements

Creditors' Rights

6.14 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, a secured creditor, or an unsecured creditor with either the concurrence of at least five per cent in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may request in writing that the Joint Liquidators provide further information about their remuneration or expenses, which have been itemised in this report.

6.15 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10 per cent in value of the unsecured creditors (including that creditor) or the permission of the court, may within eight weeks of receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question, make an application to court on the grounds that, in all the circumstances, the basis fixed for the Joint Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Liquidators, as set out in the progress report, are excessive.

6.16 Unless the court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the liquidation.

7 MATTERS STILL TO BE DEALT WITH

7.1 Matters still to be dealt with before conclusion of the liquidation include the following:

- The unpaid remuneration and expenses will need to be defrayed.

8 OTHER MATTERS

8.1 For your information, a creditor's guide to liquidators' fees, which sets out the rights of creditors and other interested parties under the insolvency legislation, may be accessed via the following link:

<https://www.r3.org.uk/what-we-do/publications/professional/fees>

8.2 If you would prefer this to be sent to you in hard copy form, please contact Lucy Abbott of this office on 0121 200 2111.

8.3 Creditors are also encouraged to visit the following website, which provides a step by step guide designed to help creditors navigate through an insolvency process:

<http://www.creditorinsolvencyguide.co.uk>

8.4 The Joint Liquidators are bound by the Insolvency Code of Ethics, which can be found at:

<https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>

Yours faithfully
for and on behalf of

OAKES CONSULTANTS LIMITED



**PAUL MASTERS
JOINT LIQUIDATOR**

Conrad Beighton and Paul Masters are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 9556 and 8262, respectively

APPENDIX A

SUMMARY OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS FROM 19 OCTOBER 2015 TO 18 OCTOBER 2016, 19 OCTOBER 2016 TO 18 OCTOBER 2017 AND CUMULATIVE

	Statement of Affairs £	19 October 2015 to 18 October 2016 £	19 October 2016 to 18 October 2017 £	Cumulative £
RECEIPTS				
Interest	-	39.70	-	39.70
Director's Loan Account	26,194.00	20,000.00	6,194.00	26,194.00
Office Equipment	250.00	200.00	-	200.00
Balance at Bank	25,718.00	25,439.89	-	25,439.89
Debtor	20,880.00	20,880.00	-	20,880.00
Work in Progress	8,640.00	8,640.00	-	8,640.00
	<u>81,682.00</u>	<u>75,199.59</u>	<u>6,194.00</u>	<u>81,393.59</u>
PAYMENTS				
Joint Liquidators' Remuneration		-	23,500.00	23,500.00
Professional Fees		2,331.50	-	2,331.50
Disbursements - CAT 1		618.25	7.00	625.25
Costs of Creditors' Meeting		4,000.00	-	4,000.00
Trade and Expense Creditors		-	38,628.67	38,628.67
		<u>6,949.75</u>	<u>62,135.67</u>	<u>69,085.42</u>
BALANCE IN HAND		<u>68,249.84</u>	<u>(55,941.67)</u>	<u>12,308.17</u>
Represented by:				
Current Account		66,931.89	(60,643.07)	6,288.82
VAT Receivable		1,317.95	4,701.40	6,019.35
		<u>68,249.84</u>	<u>(55,941.67)</u>	<u>12,308.17</u>

APPENDIX B

SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FROM 19 OCTOBER 2016 TO 18 OCTOBER 2017

	Director		Senior Manager		Manager 1		Manager 2		Administrator 1		Administrator 4		Total		Average	
	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Units	Cost £	Hourly Rate £	Hourly Rate £
Statutory & Review	-	-	12	492.00	-	-	25	800.00	11	286.00	5	75.00	53	1,653.00	311.89	311.89
Receipts & Payments	15	675.00	-	-	5	182.50	7	224.00	7	182.00	42	630.00	76	1,893.50	249.14	249.14
Insurance	-	-	-	-	-	-	2	64.00	4	104.00	2	30.00	8	198.00	247.50	247.50
Assets	-	-	-	-	-	-	2	64.00	-	-	-	-	2	64.00	320.00	320.00
Liabilities	6	270.00	-	-	1	36.50	66	2,112.00	19	494.00	145	2,175.00	237	5,087.50	214.66	214.66
General Administration	-	-	-	-	-	-	-	-	-	-	3	45.00	3	45.00	150.00	150.00
Total	21	945.00	12	492.00	6	219.00	102	3,264.00	41	1,066.00	197	2,955.00	379	8,941.00		
Average Hourly Rate (£)		<u>450.00</u>		<u>410.00</u>		<u>365.00</u>		<u>320.00</u>		<u>260.00</u>		<u>150.00</u>		<u>235.91</u>		
All Units are 6 minutes																

SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FOR THE PERIOD FROM 19 OCTOBER 2015 TO 18 OCTOBER 2017, INCORPORATING A COMPARISON OF THE JOINT LIQUIDATORS' FEES ESTIMATE

	FEES ESTIMATE			INCURRED TO DATE			VARIANCE
	Total			Total			
	Units	Cost	Average hourly rate	Units	Cost	Average hourly rate	
	No	£	£	No	£	£	
Statutory and review	207	5,034.00	243.19	201	5,324.00	264.88	290.00
Receipts and payments	154	3,873.00	251.49	132	3,380.50	256.10	(492.50)
Insurance, bonding and pensions	20	441.00	220.50	15	380.00	253.33	(61.00)
Assets	192	4,798.00	249.90	121	3,225.00	266.53	(1,573.00)
Liabilities	245	5,854.00	238.94	322	7,092.50	220.26	1,238.50
General administration	139	3,503.00	252.01	46	1,045.00	227.17	(2,458.00)
Appointment	34	740.00	217.65	29	588.00	202.76	(152.00)
Planning and strategy	172	4,292.00	249.53	39	1,363.00	349.49	(2,929.00)
Post appointment creditors' meetings	46	1,039.00	225.87	12	384.00	320.00	(655.00)
Investigations	250	5,436.00	217.44	241	5,190.00	215.35	(246.00)
	1,459	35,010.00	278.86	1,158	27,972.00	241.55	(7,038.00)

APPENDIX D

DETAILED NARRATIVE OF WORK PERFORMED BY THE JOINT LIQUIDATORS AND THEIR STAFF

This should be read in conjunction with the narrative in the main body of the report.

Statutory and Review

This category of activity encompasses work undertaken for both statutory and case-management purposes. Whilst this work has not directly resulted in any monetary value for creditors, it has ensured that the case is managed efficiently and resourced appropriately, which is of benefit to all creditors. The work carried out under this category has comprised of the following:

- Case-management reviews. These have been carried out periodically throughout the life of the case. A month one review was undertaken by Leonard Curtis' compliance team to ensure that all statutory and best practice matters have been dealt with appropriately. As the case progresses, further six monthly reviews are undertaken to ensure that the case is progressing as planned.
- Allocation of staff, management of staff, case resourcing and budgeting.
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9.
- Review of work carried out by more junior members of staff to ensure quality of work and adherence to standards, legislation and best practice.
- The team is required under the Company Directors Disqualification Act 1986 to review the Company's records and consider information provided by creditors on the conduct of the all directors involved with the Company during the three years leading up to the insolvency. This will result in the preparation and submission of statutory returns or reports on all directors to the Insolvency Service. Evidence of unfit conduct can result in directors being disqualified for periods of up to 15 years.
- Review of director's statement of affairs and filing of document at Companies House in accordance with statutory requirements.
- Completion of closing procedures at the end of the case.

Receipts and Payments

This category of work has not resulted in a direct financial benefit for creditors; however, close monitoring of case bank accounts is essential to ensure that bank interest is maximised where possible, estate expenses are properly managed and kept to a minimum and amounts payable to creditors are identified and distributed promptly.

- Opening of case bank accounts.
- Management of case bank account(s) to ensure compliance with relevant risk management procedures.
- Regular review of the accounts by senior member of staff to ensure that fixed and floating charge assets have been properly identified.
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports.
- Timely completion of all post-appointment tax and VAT returns.
- Managing estate expenses.

Insurance, Bonding and Pensions

Insolvency Practitioners are obliged to comply with certain statutory requirements when conducting their cases. Some of these requirements are in place to protect Company assets (see insurance and bonding matters below), whilst requirements in respect of Company pension schemes are there to protect the pension funds of Company employees. Whilst there is no direct financial benefit to Company creditors in dealing with these, close control of case expenditure is crucial to delivering maximum returns to the appropriate class of creditor.

- Calculation and request of Joint Liquidators' bond in accordance with the Insolvency Practitioners Regulations 2005. A bond is a legal requirement on all liquidations and is essentially an insurance policy to protect creditors against the fraud or dishonesty of the Insolvency Practitioner. The bond is calculated by reference to the value of assets which are estimated before costs, to be available to unsecured creditors.
- Periodic review of bonding requirements to ensure that creditors are appropriately protected. The bond is reviewed upon each large receipt of monies into the case and also at three month intervals in accordance with best practice.
- Conducting online checks to identify whether the Company operated a registered pension scheme.
- Review of financial records to identify whether any payments were made by the Company into a pension scheme.

Assets

- Agreeing strategy for realisation of Company assets, namely book debts, work in progress and the overdrawn director's loan account.
- Instruction of and liaising with agents at MGR Appraisals Limited.
- Liaising with Company's bankers re pre-appointment bank accounts.
- The instruction of solicitors from Higgs & Sons to assist with the collection of the director's loan account.
- Liaising with the director in respect of the book debts, work in progress and director's loan account.

Liabilities

This category of time includes both statutory and non-statutory matters.

Statutory

- Processing of claims from the Company's creditors. All claims received from the Company's creditors have been logged and admitted.
- Preparation and submission of periodic progress reports to creditors.
- Preparation of fees estimate and statement of expenses in accordance with Insolvency (Amendment) Rules 2015.
- Convening a decision by correspondence to agree fees estimate with appropriate body of creditors.
- Reporting on outcome of voting.

Non statutory

- Dealing with enquiries from the Company's creditors. This has included dealing with creditors general queries by post, telephone and email.

General Administration

- General planning matters.
- Setting up and maintaining the Joint Liquidators' records.
- Arranging collection and storage of Company records.
- Dealing with general correspondence and communicating with director and shareholder.

Appointment

- Statutory notifications to creditors and other interested parties following the Joint Liquidators' appointment.
- Preparation of case plan.
- Formulation of case strategy, including strategic decisions.

Planning and strategy

- Correspondence with professional advisors.
- Preparation of documents prior to the meeting of creditors.
- Initial meetings with the director to provide advice and to discuss strategies.

Post-Appointment Creditors' Meetings

- Attending the initial meetings of shareholders and creditors to appoint the Joint Liquidators.

Investigations

- Collecting and reviewing the Company's records.
- Conducting initial investigations into the Company's affairs/records to identify the possibility of further realisations and enable the submission of returns due under the Company Directors Disqualification Act 1986. Any investigations completed to enable the submission of returns under the Company Directors Disqualification Act 1986 is a statutory requirement and is unlikely to result in any benefit for creditors.

APPENDIX E

COMPARISON OF JOINT LIQUIDATORS' EXPENSES FROM 19 OCTOBER 2015 TO 18 OCTOBER 2017 WITH
STATEMENT OF LIKELY EXPENSES

Standard Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
AML Checks	Business Tax Centre	Electronic Client Verification	5.00	-	-	-	-
Bond Fee	AUA Insolvency Risk Services	Insurance Bond	135.00	135.00	-	135.00	-
Company Searches	Companies House	Extraction of Company Information from Companies House	2.00	-	-	-	-
Document Hosting	Pelstar Computing Ltd	Hosting of Documents for Creditors	7.00	7.00	7.00	7.00	-
Software Licence Fee	Pelstar Computing Ltd	Case Management System Licence Fee	87.00	87.00	-	87.00	-
Statutory Advertising	Courts Advertising	Advertising	315.20	319.27	83.02	236.25	83.02
Storage Costs	Charles Taylor	Storage of Books and Records	50.00	12.82	12.82	-	12.82
Post Redirection	Royal Mail	Redirection of Post	160.00	160.00	-	160.00	-
		Total standard expenses	761.20	721.09	102.84	625.25	95.84

Case Specific Expenses

Type	Charged by	Description	Estimated Amount £	Total Amount Incurred to Date £	Amount Incurred in This Period £	Amount Paid £	Amount Unpaid £
Professional Fees	Higgs & Sons	Costs of Appointed Solicitors	-	2,331.50	-	2,331.50	-
		Total case specific expenses	-	2,331.50	-	2,331.50	-

LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS

The following Leonard Curtis policy information is considered to be relevant to creditors

Staff Allocation and Charge Out Rates

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged.

Where it has been agreed by resolution that the office holders' remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters as set out in a fees estimate, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rate given below.

With effect from 6 January 2014 the following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

6 Jan 2014 onwards	Standard £	Complex £
Director	450	562
Senior Manager	410	512
Manager 1	365	456
Manager 2	320	400
Administrator 1	260	325
Administrator 2	230	287
Administrator 3	210	262
Administrator 4	150	187
Support	0	0

Office holders' remuneration may include costs incurred by the firm's in-house legal team, who may be used for non-contentious matters pertaining to the insolvency appointment.

Subcontractors

Where we subcontract out work that could otherwise be carried out by the office holder or his/her staff, this will be drawn to the attention of creditors in any report which incorporates a request for approval of the basis upon which remuneration may be charged. An explanation of why the work has been subcontracted out will also be provided.

Professional Advisors

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery of relevant disbursements.

The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

Expenses

We are required to provide creditors with an estimate of the expenses we expect to be incurred in respect of an assignment and report back to them on actual expenses incurred and paid in our periodic progress reports. There are two broad categories of expenses standard expenses and case specific expenses. These are explained in more detail below:

- a) Standard Expenses – this category includes expenses which are payable in order to comply with legal or regulatory requirements and therefore will generally be incurred on every case. They will include:

Oakes Consultants Limited – In Creditors' Voluntary Liquidation

Type	Description	Amount																								
AML checks	Electronic client verification in compliance with the Money Laundering Regulations 2007	£5.00 plus VAT per individual																								
Bond / Bordereau fee	Insurance bond to protect the insolvent entity against and losses suffered as a result of the fraud or dishonesty of the IP	£10.00 to £1,200.00 dependent on value of assets within case																								
Company searches	Extraction of company information from Companies House	£1.00 per document unless document can be accessed via the free service																								
Document hosting	Hosting of documents for creditors/shareholders	<table><tr><th>Type</th><th>First 100</th><th>Every addtl 10</th></tr><tr><td>ADM</td><td>£14.00</td><td>£1.40</td></tr><tr><td>CVL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>MVL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>CPL</td><td>£7.00</td><td>£0.70</td></tr><tr><td>CVA</td><td>£10.00</td><td>£1.00</td></tr><tr><td>BKY</td><td>£10.00</td><td>£1.00</td></tr><tr><td>IVA</td><td colspan="2">£10 p.a. or £25 for life of case</td></tr></table>	Type	First 100	Every addtl 10	ADM	£14.00	£1.40	CVL	£7.00	£0.70	MVL	£7.00	£0.70	CPL	£7.00	£0.70	CVA	£10.00	£1.00	BKY	£10.00	£1.00	IVA	£10 p.a. or £25 for life of case	
Type	First 100	Every addtl 10																								
ADM	£14.00	£1.40																								
CVL	£7.00	£0.70																								
MVL	£7.00	£0.70																								
CPL	£7.00	£0.70																								
CVA	£10.00	£1.00																								
BKY	£10.00	£1.00																								
IVA	£10 p.a. or £25 for life of case																									
Post re-direction	Redirection of post from Company's premises to office-holders' address	0-3 months £185.00 3-6 months £275.00 6-12 months £445.00																								
Software Licence fee	Payable to software provider for use of case management system	£87.00 plus VAT per case																								
Statutory advertising	Advertising of appointment, notice of meetings etc - London Gazette - Other	£83.02 plus VAT per advert Dependent upon advert and publication																								
Storage costs	Costs of storage of case books and records	£5.07 plus VAT per box per annum plus handling charges																								

- b) Case-specific expenses – this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include

Type	Description	Amount
Agents' fees	Costs of appointed agents in valuing and realising assets	Time costs plus disbursements plus VAT
Debt Collection fees	Costs of appointed debt collectors in realising debts	Generally agreed as a % of realisations plus disbursements plus VAT
Legal fees	Costs of externally appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any reviewable transactions.	Time costs plus disbursements plus VAT
Other disbursements	See disbursements section below	See disbursements section below

Disbursements

Included within both of the above categories of expenses are disbursements, being amounts paid firstly by Leonard Curtis on behalf of the insolvent entity and then recovered from the entity at a later stage. These are described as Category 1 and Category 2 disbursements.

- a) Category 1 disbursements: These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.
- b) Category 2 disbursements: These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

Internal photocopying	10p per copy
General stationery, postage, telephone etc	£100 per 100 creditors/ members or part thereof
Storage of office files (6 years)	£81.25 per box
Business mileage	45p per mile

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration.

Insolvency (England and Wales) Rules 2016
Rule 14.4

Proof of Debt – General Form

CREDITORS' VOLUNTARY LIQUIDATION

RELEVANT DATE FOR CLAIMS: 19 OCTOBER 2015

Name of Company in Liquidation:

OAKES CONSULTANTS LIMITED

Company registration number:

07262095

[Liquidation only]

1 Name of creditor
(If a company, provide the company registration number).

2 Correspondence address of creditor (including any email address)

3 Total amount of claim (£)
(include any Value Added Tax)

4 If amount in 3 above includes (£)
outstanding uncapitalised interest, state amount.

5 Details of how and when the debt was incurred.
(If you need more space, attach a continuation sheet to this form)

6 Details of any security held, the value of the security
and the date it was given.

7 Details of any reservation of title claimed in respect of
goods supplied to which the debt relates.

8 Details of any document by reference to which the
debt can be substantiated

APPENDIX G (CONT.)

9 Signature of creditor
(or person authorised to act on the creditor's behalf)

10 Date of signature

11 Address of person signing if different from 2 above

12 Name in BLOCK LETTERS:

13 Position with, or relation to, creditor

Admitted to vote for

Admitted for dividend for

Amount (£)

Amount (£)

Date

Date

Liquidator

Liquidator

Notes:

1. There is no need to attach them now but the office holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convenor of any qualifying decision procedure.

2. This form can be authenticated for submission by email by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office holder. If completing on behalf of a company, please state your relationship to the company.

CREDITOR'S NOTICE ELECTING TO OPT OUT FROM RECEIVING DOCUMENTS

Insolvency (England and Wales) Rules 2016

Rule 1.38

Creditor's Election to Opt Out

Insert full name of
Company

Re:	Oakes Consultants Limited (In Liquidation)
Previous Name:	-
Registered No:	07262095

Address of Company	Bamfords Trust House, 85-89 Colmore Row, Birmingham B3 2BB
-------------------------------	--

a) Insert full name
and address of
creditor making the
election

I, (a)	
---------------	--

a creditor of the above Company, elect to opt out of receiving documents.

I acknowledge that I shall remain an opted-out creditor for the duration of these and any following proceedings unless and until I elect in writing to revoke my opt out.

I acknowledge that I shall continue to receive:

- all documents that the Insolvency Act 1986 or the court requires to be delivered to all creditors;
- notice of any change in the office-holder or their contact details; and
- notice of any distributions applicable to me.

b) Insert name and
address of office
holder to whom you
will deliver this notice

(b)	
------------	--

*This form can be
authenticated for
submission by email
by entering your name
and email address
and sending the form
as an attachment from
an email address
which clearly identifies
you.

Signed / Authenticated*	
Date	
Name (BLOCK LETTERS)	
Relationship to Creditor	

RULE 1.50 INSOLVENCY (ENGLAND AND WALES) RULES 2016

NOTICE OF GENERAL USE OF WEBSITE TO DELIVER DOCUMENTS

RE: OAKES CONSULTANTS LIMITED ("THE COMPANY") CREDITORS' VOLUNTARY LIQUIDATION ("CVL")
REGISTERED NUMBER: 07262095

NOTICE IS HEREBY GIVEN THAT Paul Masters and Conrad Beighton will deliver all future documents in this case (other than those listed below) to <http://leonardcurtis.insolvencydata.co.uk>

The documents will be made available for viewing and downloading on <http://leonardcurtis.insolvencydata.co.uk> without any further notice to you. The details of the website are:

Address of website: <http://leonardcurtis.insolvencydata.co.uk> ("the Website")

Password: **C74FWCGE**

Paul Masters and Conrad Beighton are not obliged to deliver any documents to you (other than those listed below) unless they are requested to do so by you.

You may, at any time, request a hard copy of any or all of the following:

- All documents currently available for viewing on the Website
- All future documents which may be made available on the Website

Such requests should be made to:

Telephone number: 0121 200 2111

Email address: recovery@leonardcurtis.co.uk

Postal address: Leonard Curtis, Bamfords Trust House, 85-89 Colmore Row, Birmingham B3 2BB

This notice does not apply to the delivery of the following documents:


- a document for which personal delivery is required;
- a notice under Rule 14.29 of the Insolvency (England and Wales) Rules 2016 of intention to declare a dividend; and
- a document which is not delivered generally.

All documents and information made available via the website will remain on the website for at least two months after the conclusion of the administration of the liquidation.

11 December 2017

Dated _____

Signed _____


Paul Masters
Joint Liquidator
Leonard Curtis
Bamfords Trust House, 85-89 Colmore Row, Birmingham B3 2BB
0121 200 2111

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 **Lucy Abbott**Company name **Leonard Curtis**Address **Bamfords Trust House****85-89 Colmore Row****Birmingham**

Post town

County/Region

Postcode

B	3		2	B	B			
---	---	--	---	---	---	--	--	--

Country

DX

Telephone **0121 200 2111****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