

LIQ03

Notice of progress report in voluntary winding up



Companies House

FRIDAY



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31/01/2020

#239

COMPANIES HOUSE

1 Company details

Company number 0 7 3 1 5 0 3 9
Company name in full Heathrow Service Centre Limited

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

2 Liquidator's name

Full forename(s) Chris
Surname Newell

3 Liquidator's address

Building name/number 81
Street Station Road
Post town Marlow
County/Region Bucks
Postcode S L 7 1 N S
Country

4 Liquidator's name ①

Full forename(s) Frank
Surname Wessely

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

5 Liquidator's address ②

Building name/number 81
Street Station Road
Post town Marlow
County/Region Bucks
Postcode S L 7 1 N S
Country

② Other liquidator
Use this section to tell us about
another liquidator.

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6 Period of progress report

From date	d	0	d	5	m	1	m	2	y	2	y	0	y	1	y	8
To date	d	0	d	4	m	1	m	2	y	2	y	0	y	1	y	9

7 Progress report


☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X 

 X

Signature date	d	3	d	0	m	0	m	1	y	2	y	0	y	2	y	0
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HEATHROW SERVICE CENTRE LIMITED (IN LIQUIDATION)

THE JOINT LIQUIDATORS' PROGRESS REPORT

27 JANUARY 2020

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.

Chris Newell and Frank Wessely of Quantuma LLP, 81 Station Road, Marlow, Bucks, SL7 1NS, were appointed Joint Liquidators of Heathrow Service Centre Limited on 05 December 2017.

Chris Newell is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association and Frank Wessely is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales



CONTENTS

1	INTRODUCTION
2	THE PROGRESS OF THE LIQUIDATION
3	CREDITORS: CLAIMS AND DISTRIBUTIONS
4	OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS
5	THE JOINT LIQUIDATORS' FEES AND EXPENSES

APPENDICES

Appendix 1	Statutory Information
Appendix 2	The Joint Liquidators' receipts and payments account as at 4 December 2019
Appendix 3	Schedule of Joint Liquidators' time costs
Appendix 4	Proof of Debt

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"	Chris Newell and Frank Wessely of Quantuma LLP
"the Company"	Heathrow Service Centre Limited (in Liquidation)
EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 5 December 2018 to 4 December 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 last report dated 8 January 2019.

Given the information previously provided to members and creditors in our earlier report, we have not included detailed background information in respect of the Company and have focussed on the progress of the Liquidation subsequent to that report.

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

Details of the appointment of the Joint Liquidators

Chris Newell and Frank Wessely of Quantuma LLP were appointed Joint Liquidators of the Company on 5 December 2017.

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 together with a summary of the transactions in the previous 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 shown separately. VAT reclaim is in progress.

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:

- 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; and
- Completing periodic tax returns.

Realisation of assets

Book Debts

The realisable value attributed to book debts accounted for known bad debts of £35,000 and estimated a 50% recovery in respect of the remaining debts.

Debt collection agents, Hilton Baird Collection Services, have been instructed to assist in the collection of the book debts. During the Review Period, £2,248.10 was realised. To date, the total sum of £9,475.93 has been collected.

Bank Interest

Nominal bank interest of £16.78 has accrued on funds held in the Liquidation bank account.

We would refer creditors to our previous report with respect to other asset realisations.

Estimated future realisations

The only other potential realisations relate to the directors' overdrawn loan accounts. The amount payable under the directors' loan accounts is disputed and our investigations / settlement negotiations are likely to become the subject of litigation in due course.

Payments

Payments are listed on the receipts and payments account attached at Appendix 2 and are self-explanatory.

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

There are no charges registered against the Company on Companies House.

Preferential creditors

No claims have been received from preferential creditors.

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 £288,700 in the Director's Estimated Statement of Affairs and, to date, 18 claims have been received totalling £295,749.59.

At this stage, the quantum and timing of any distribution will be dependent on the final costs and realisations.

Claims process

In view of the above, you are requested to submit claims to the address on the front of this report, marked for the attention of Ben Ekbery.

A Proof of Debt form is attached at Appendix 5.

4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

EU Regulations (Whether Proceedings Are Main Proceedings or Territorial)

The Company's centre of main interest was in the UK as their registered office and trading address was Suite 1, Unit a1 Tectonic Place, Holyport Road, Maidenhead, Berkshire, SL6 2YE 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/.

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 £5,000 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 on 31 January 2018 by postal resolutions considered and approved by creditors on 31 January 2018 as follows:

1. That the Joint Liquidators' fees be fixed by reference to the time given by them and their staff in attending to matters arising in the Liquidation such time to be charged at hourly charge out rates of the grade of the staff undertaking the work at the time it was undertaken (£39,915 plus VAT).

In accordance with this resolution, fees totalling £39,915 plus VAT have been drawn, £7,637 plus VAT of which was drawn in the Review Period.

The Joint Liquidators have made attempts during the Review Period to request further fees 15% in excess of the fees estimate via a vote by correspondence decision procedure dated 21 February 2019 and 29 August 2019 with respect to realisations made from the investigations of the potential antecedent transactions. However, creditors' approval to this fee increase was not received.

The Joint Liquidators have incurred time costs to date of £50,332.70 for work carried out since my appointment with a considerable amount of work still to complete before my administration of the liquidation can be closed. Time costs of £16,796.30 were incurred in the Review Period.

As above, the original fees estimate was accounted for time costs for the whole period of the Liquidation. The Joint Liquidators cannot be remunerated further in respect of the current fees estimate. Due to the further work required with regard to agreeing creditors' claims and making a distribution to creditors, the Joint Liquidators are requesting with this report, a fee increase from creditors.

It is proposed that the Joint Liquidators be authorised to draw fees in excess of the original fees estimate as follows:

- That the Joint Liquidators' additional 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, capped at £21,000.13 plus VAT for the life of the case

We believe this case generally to be of average complexity with the exception of the additional investigations work that has been done to identify potential recoveries for the benefit of the liquidation and actions taken by the Joint Liquidators and their staff to make these recoveries, otherwise no extraordinary responsibility has to date fallen on the Joint Liquidators.

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

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 period of the whole 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			Actual time costs incurred to date		
	No. of hours	Blend ed hourly rate £ per hour	Total fees £	No. of hours	Average hourly rate £ per hour	Total time costs £	No. of hours	Avera ge hourly rate £ per hour	Total time costs £
Administration and Planning	71.00	200.00	14,200	23.12	169.76	3,924.80	92.94	165.23	15,356.20
Creditors	55.00	210.00	11,550	17.30	171.24	2,962.50	37.30	162.20	6,050.00
Investigations	25.00	205.00	5,125	11.30	190.97	2,158.00	59.80	191.47	11,450.00
Realisation of Assets	22.00	190.00	4,180	21.20	332.57	7,050.50	53.50	292.59	15,653.50
Cashiering	14.00	180.00	2,520	5.30	132.17	700.50	14.20	128.38	1,823.00
Closing Procedures	13.00	180.00	2,340	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	200.00	1,165	39,915	78.22	214.73	16,796.30	257.74	195.28	50,332.70

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 £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Legal costs	5,500	2,020	2,012.50	
Agents' and valuers' costs	2,700	0.00	3,350.00	Underestimated the costs of the agents, involved in selling the assets.
Debt collection agency	-	449.69	2,795.18	Unforeseen additional costs. Originally planned to collect debts ourselves, however they were identified to need external collection assistance.
Accounting fees	-	Nil	1,500.00	Costs for accountants assistance in preparation of the Statement of Affairs.
Statutory Advertising	238.50	Nil	159.00	
Insurance	1,000.00	Nil	Nil	
Specific Bond	135.00	Nil	135.00	
Data storage	450.00	Nil	Nil	
Copying	100.00	80.70	117.70	
Postage	100.00	70.57	90.92	
Stationery	-	60.50	79.00	Missed off the original estimate.



Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Auto Entry Bank Statements	-	Nil	354.00	External company used to convert bank statements from PDF into Excel for investigation purposes.
AML Search Fee	-	Nil	12.00	Missed off the original estimate.
Land Registry fee	-	Nil	63.00	Missed off the original estimate.
TOTAL	10,223.50	2,681.46	13,114.99	

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 31 January 2018.

Other professional costs

Solicitors

Glaisyers Solicitors LLP were instructed by the Joint Liquidators to advise on appropriate legal matters including preparation of Statutory Demands and Counsel advice. Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT. The Solicitors' time costs for the Review Period amount to £2,020 and they have been paid in full.

Glaisyers Solicitors LLP has been unable to successfully progress the recovery of the directors' loan account claims and therefore, the Joint Liquidators have recently instructed Debenhams Ottaway Solicitors with a view to commencing recovery action if litigation funding is secured.



Debt Collectors

Hilton Baird Collection Services have been retained as debt collectors. The fees have been agreed at 20% plus VAT of all book debts collected. Their fees for the Review Period amount to £449.69 and they 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 detailed above, there are potential further realisations due to the Company as outstanding director's loan accounts. The Joint Liquidators will continue to pursue these, and possible legal action may be required in the future. Once the outstanding director's loan accounts have been dealt with, it is anticipated that a distribution will be available to the unsecured creditors.

Should you have any queries in regard to any of the above please do not hesitate to contact Ben Ekbery on 01628 478 100 or by e-mail at Ben.Ekbery@Quantuma.com.

Chris Newell
Joint Liquidator

**Heathrow Service Centre Limited
(IN LIQUIDATION)****STATUTORY INFORMATION**

Company Name	Heathrow Service Centre Limited
Trading Address	Suite 1, Unit A1, Tectonic Place, HOLYPORT ROAD, MAIDENHEAD, SL6 2YE
Proceedings	In Liquidation
Date of Appointment	05 December 2017
Joint Liquidators	Chris Newell Frank Wessely Quantuma LLP 81 Station Road, Marlow, Bucks, SL7 1NS
Registered office Address	c/o Quantuma LLP 81 Station Road, Marlow, Bucks, SL7 1NS
Company Number	07315039
Incorporation Date	14 July 2010

Appendix 2

**Heathrow Service Centre Limited
(IN LIQUIDATION)**

**THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT
AS AT 4 DECEMBER 2019**

Heathrow Service Centre Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts and Payments

RECEIPTS	Statement of Affairs (£)	From 05/12/2017 To 04/12/2018 (£)	From 05/12/2018 To 04/12/2019 (£)	Total (£)
Plant & Machinery	1,975.00	6,664.00	0.00	6,664.00
Furniture & Equipment	345.00	500.00	0.00	500.00
Motor Vehicles	2,000.00	5,500.00	0.00	5,500.00
Book Debts	35,000.00	9,475.93	2,248.10	11,724.03
Cash at Bank	25,000.00	35,222.31	0.00	35,222.31
Financed Assets	836.00	836.00	0.00	836.00
Bank Interest Gross		15.55	16.78	32.33
Directors Loan Account	Uncertain	0.00	0.00	0.00
Goodwill		5,000.00	0.00	5,000.00
		63,213.79	2,264.88	65,478.67

PAYMENTS

Specific Bond		135.00	0.00	135.00
Office Holders Fees		32,278.00	7,637.00	39,915.00
Debt Collectors Fee		2,795.18	449.62	3,244.80
Land Registry Search		63.00	0.00	63.00
Agents/Valuers Fees		3,350.00	0.00	3,350.00
Legal Fees		2,012.50	270.00	2,282.50
Accountants fees		1,500.00	0.00	1,500.00
Counsel fees		0.00	1,750.00	1,750.00
Photocopying		37.00	80.70	117.70
Stationery		18.50	60.50	79.00
Postage		60.35	70.57	130.92
AML Search Fee		12.00	0.00	12.00
Statutory Advertising		159.00	0.00	159.00
Auto Entry Bank Statements		354.00	0.00	354.00
Pre App Photocopying		90.60	0.00	90.60
Pre App Stationery		38.00	0.00	38.00
Pre App Postage		62.92	0.00	62.92
Trade & Expense Creditors	(68,010.00)	0.00	0.00	0.00
Employees (Count=7)	(5,383.00)	0.00	0.00	0.00
HM Revenue & Customs (CT)	(215,307.00)	0.00	0.00	0.00
Ordinary Shareholders	(100.00)	0.00	0.00	0.00
		42,966.05	10,318.39	53,284.44

Net Receipts/(Payments)	20,247.74	(8,053.51)	12,194.23
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MADE UP AS FOLLOWS

Bank 1 Current	19,057.84	(7,659.49)	11,398.35
VAT Receivable / (Payable)	1,189.90	(394.02)	795.88
	20,247.74	(8,053.51)	12,194.23

**Heathrow Service Centre Limited
(IN LIQUIDATION)**

**SCHEDULE OF THE JOINT LIQUIDATORS' TIME COSTS DURING THE REVIEW PERIOD AND
ADDITIONAL FEES & EXPENSES ESTIMATE**

Time Entry - SIP9 Time & Cost Summary

6002255 - Heathrow Service Centre Limited
Project Code: POST
From: 05/12/2018 To: 04/12/2019

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	1.65	0.97	13.10	7.40	23.12	3,924.80	169.76
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	0.10	5.20	5.30	700.50	132.17
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	1.40	12.90	3.00	17.30	2,962.50	171.24
Investigations	0.70	0.00	10.60	0.00	11.30	2,158.00	190.97
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	18.00	0.90	2.30	0.00	21.20	7,050.50	332.57
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	20.35	3.27	39.00	15.60	78.22	16,796.30	214.73
Total Fees Claimed						7,637.00	
Total Disbursements Claimed						211.77	

Time Entry - SIP9 Time & Cost Summary

6002255 - Heathrow Service Centre Limited
Project Code: POST
From: 05/12/2017 To: 04/12/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	8.67	3.42	51.80	29.05	92.94	15,356.20	165.23
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	0.30	13.90	14.20	1,823.00	128.38
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.90	2.50	25.60	8.30	37.30	6,050.00	162.20
Investigations	6.90	1.60	49.80	1.50	59.80	11,450.00	191.47
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	37.30	1.80	8.60	5.80	53.50	15,663.50	292.59
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	53.77	9.32	136.10	58.55	257.74	50,332.70	195.28
Total Fees Claimed						39,915.00	
Total Disbursements Claimed						1,038.62	

**Estimate of Fees and Expenses for
Heathrow Service Centre Limited (In Liquidation)
To the End of the Case**

	Total Hours	Avg Hourly Rate £	Time Cost £	Disbursements £	Expenses £
Classification of Work Function					
Admin & Planning	38.00	118.42	4,500.00		
Cashiering	3.10	147.58	457.50		
Closing Procedures	7.80	181.41	1,415.00		
Creditors	46.25	187.21	8,658.25		
Investigations	18.65	185.22	3,454.38		
Realisation of Assets	14.10	178.37	2,515.00		
	<u>127.90</u>	<u>164.19</u>	<u>21,000.13</u>		
Disbursements					
Category 1 Disbursements				60.00	
Category 2 Disbursements				<u>110.00</u>	
				<u>170.00</u>	
Expenses (*)					
					0.00
Totals	<u>127.90</u>	<u>164.19</u>	<u>21,000.13</u>	<u>170.00</u>	<u>0.00</u>

(*) Details of the expenses the IP considers will be, or are likely to be, incurred during the period of this estimate.

Details of estimated disbursements that will be paid during the period of this estimate.

Category 1 Disbursements

Postage	60.00
	<u>60.00</u>

Category 2 Disbursements

Photocopying	60.00
Stationery	50.00
	<u>110.00</u>

Notes:

1. Category 1 Disbursements are payable without prior approval as they are payments to independent third parties e.g. advertising, room hire, storage, travel expenses
2. Category 2 Disbursements are costs directly referable to the appointment e.g. Postage, Printing & Stationery, Mileage but as they are not to an independent third party they require approval in the same manner as the fee
3. The figures provided for Expenses are as accurate as possible based on the information available at this time. No prior approval is required for the payments of the expenses as they are regarded as a cost of the administration of the estate
4. Further approval will be sought from the creditors' committee or creditors if the circumstances of the case indicate that the above fee estimate is likely to be exceeded
5. The above estimates are all exclusive of VAT

Estimate of Fees and Expenses for Heathrow Service Centre Limited (In Liquidation)

Explanatory Note:

FEE ESTIMATE

The office holders are seeking to be remunerated on a time cost basis. We use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform, recording time spent in 6 minute units. Narrative is recorded to explain the work undertaken and the time spent is analysed into different categories of work. In this document the estimated time that will be spent undertaking the work in each category of work has been multiplied by the applicable charge out rate for each member of staff that it is anticipated will undertake work in that category to arrive at the estimated total time costs attributable to that category of work on the case. We have then divided that estimated total by the estimated number of hours to arrive at a blended hourly charge out rate for that category of work.

This estimate has been provided to creditors at an early stage in the case. Whilst all possible steps have been taken to make this estimate as accurate as possible, it is based on the office holders' current knowledge of the case and their knowledge and experience of acting as office holders in similar cases. As a result, the estimate does not take into account any currently unknown complexities or difficulties that may arise during the administration of the case.

This fee estimate covers the life of the case and it is currently not anticipated that the total fees during the life of the case will exceed the estimate. Since the office holders cannot draw remuneration in excess of this estimate without first obtaining approval to do so, where the office holders consider it appropriate in the context of the case, they will seek a resolution to increase the fee. A full outline and explanation of the fees incurred against the fees that have been estimated below will be provided to creditors with this request.

The hourly charge out rates that it is anticipated will be used on the case are as follows:

	£
Partner	345.00 - 525.00
Senior Manager	265.00 - 395.00
Manager	210.00 - 295.00
Senior Administrator	185.00 - 270.00
Administrator	160.00 - 185.00
Assistant Administrator	105.00
Case Accountant	135.00

Please note that the rates quoted above will be used for each category of work outlined in the estimate and will be subject to periodic increase.

Explanations are given below in relation to each category of work outlined in the estimate. A list of the activities under those categories that it is anticipated will be carried out is also provided.

Administration and planning

This represents the work that is involved in the routine administrative functions of the case by the office holders and their staff, together with the control and supervision of the work done on the case by the office holders and their managers. It does not give direct financial benefit to the creditors, but ensures that the case is managed in a professional and methodical manner and has to be undertaken by the office holders to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

- General Administration - Dealing with all routine correspondence and emails relating to the case
- Case strategy & completing file reviews at every 6 months and 6 months thereafter
- VAT & Tax matters and returns

Creditors

Claims of creditors - the office holder needs maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and

Estimate of Fees and Expenses for Heathrow Service Centre Limited (In Liquidation)

reports can be issued to the creditors. The office holder will also have to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions.

Dividends - the office holder has to undertake certain statutory formalities in order to enable him to pay a dividend to creditors. This includes writing to all creditors who have not lodged proofs of debt and reviewing the claims and supporting documentation lodged by creditors in order to formally agree their claims, which may involve requesting additional information and documentation from the creditors.

- Payment of Dividends - calculating, paying a dividend to creditors & issuing the declaration notice
- Notice of Intended Dividend - issuing a notice of intended dividend to creditors and advertising where appropriate
- Reviewing and adjudicating creditors' claims - adjudicating claims & requesting additional information in support of claims
- Annual/Progress Reports

Investigations

The insolvency legislation gives the office holders powers to take recovery action in respect of what are known as antecedent transactions eg where assets have been disposed of prior to the commencement of the insolvency procedure (and also in respect of matters such as misfeasance and wrongful trading). The office holders are required by the Statements of Insolvency Practice to undertake an initial investigation in all cases to determine whether there are potential recovery actions for the benefit of creditors and the time costs recorded represent the costs of undertaking such an initial investigation. If potential recoveries or matters for further investigation are identified then the office holders will need to incur additional time costs to investigate them in detail and to bring recovery actions where necessary, and further information will be provided to creditors and approval for an increase in fees will be made as necessary. Such recovery actions will be for the benefit of the creditors and the office holders will provide an estimate of that benefit if an increase in fees is necessary. The estimated time required to be spent to do so and the time costs of doing so are included in the estimate. The office holder is unable to quantify the benefit to creditors of these investigations at present but will include such information in their statutory report to creditors once the position is clear.

- Investigating & Pursuing Antecedent Transactions

Realisation of Assets

This is the work that needs to be undertaken to realise the known assets in the case. If this work is undertaken, the office holder anticipates that the assets will realise the estimated to realise amounts provided to creditors.

Director's Loan Account

Reconciling the Directors Loan Account and if appropriate agreeing a settlement with the Directors

Cashiering

The office holders must ensure that estate bank accounts are opened and maintained in accordance with legislation and SIPs. Bank reconciliations are performed on all bank accounts and statutory receipts and payments accounts are filed at Companies House & Court.

- Maintaining and managing the Office Holders' cashbook and bank account.
- Dealing with cheque requisitions
- Dealing with deposit forms
- Bank Reconciliations

Closing Procedures

The office holders are required by statute to effect an orderly end to the case and although this has no direct financial benefit to the creditors it is necessary so that where applicable final meetings are advertised and held and final reports are filed at Companies House and Court.

- Review Final Account
- Filing final statutory returns at Companies House/Court

**Estimate of Fees and Expenses for
Heathrow Service Centre Limited (In Liquidation)**

EXPENSE ESTIMATE

Full details of Quantuma LLP's charging policy in relation to disbursements can be found at <http://www.quantuma.com/guide/creditors-guide-fees/> or alternatively a hard copy can be requested free of charge from the Quantuma LLP office dealing with this case.

PROOF OF DEBT - GENERAL FORM

Heathrow Service Centre Limited

Date of resolution for voluntary winding up 5 December 2017

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"> For UK companies: its registered number For other companies: the country or territory in which it is incorporated and the number if any under which it is registered The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act 	
4.	Total amount of claim, including any Value Added Tax, as at the relevant date, 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

Appendix 5

Heathrow Service Centre Limited

NOTICE OF DECISION PROCEDURE & VOTE BY CORRESPONDENCE FORM

NOTICE OF DECISION PROCEDURE BY CORRESPONDENCE

Company Name: Heathrow Service Centre Limited (In Liquidation) ("the Company")

Company Number: 07315039

This Notice is given under Rule 15.8 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Liquidator of the Company, Chris Newell, of Quantuma LLP, 81 Station Road, Marlow, Bucks, SL7 1NS (telephone number 01628 478 100, who was appointed by the members and the creditors.

Creditors are invited to vote by correspondence on the following:

1. That a liquidation committee be established if sufficient nominations are received.
2. That the Joint Liquidators' additional 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, capped at £21,000.13 plus VAT to the end of the case.

Also provided is a voting form on which creditors may signify their decisions on the above matters. All voting forms, together with a proof of debt if one has not already been submitted, must be completed and returned to the Joint Liquidator by one of the methods set out below:

By post to: Quantuma LLP, 81 Station Road, Marlow, Bucks, SL7 1NS

By email to: marlowvoting@quantuma.com

Please note that, if you are sending votes by post, you must ensure that you have allowed sufficient time for the forms to be delivered to the address above by the Decision Date set out below. Unless shown to the contrary an email is treated as delivered at 9am on the next business day after it was sent.

All voting forms and proofs of debt must be delivered by the Decision Date: 23.59 on 21 February 2020

If the Joint Liquidator has not received a proof of debt by the time specified above (whether submitted previously or as a result of this Notice), that creditor's vote will be disregarded. Any creditor whose debt is treated as a small debt in accordance with Rule 14.31(1) of the Rules must still deliver a proof if the creditor wishes to vote. A creditor who has opted out from receiving notices may nevertheless vote if the creditor also provides a proof by the Decision Date.

Creditors who meet one or more of the statutory thresholds listed below may, within 5 business days from the date of the delivery of this Notice, require a physical meeting to be held to consider the matter.

Statutory thresholds to request a meeting: 10% in value of the creditors
 10% in number of the creditors
 10 creditors

A creditor may appeal a decision by application to the court in accordance with Rule 15.35 of the Rules. Any such appeal must be made not later than 21 days after the Decision Date.



Signed: _____ Dated: 28 January 2020
Christopher Newell
Joint Liquidator

VOTE BY CORRESPONDENCE

Heathrow Service Centre Limited (in Liquidation)
Company Number: 07315039

Name of Creditor: _____

Address: _____

Decisions:

1	That a liquidation committee be established if sufficient nominations are received by 21 February 2020 and those nominated are willing to be members of a Committee	*For / Against
2	That the Joint Liquidators' additional 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, capped at £21,000.13 plus VAT to the end of the case	*For / Against

*** Please delete as applicable to indicate your voting instructions**

Signed: _____ Dated: _____

Name in capitals: _____

Position with, or relationship to, creditor or other authority for signature: _____

Are you the sole member/shareholder of the creditor (where it is a company)? Yes / No

NOTE: Once a vote has been cast, it cannot be changed.

Please complete this form and return it, along with a completed proof of debt if you have not submitted one previously, so that it is delivered by 23.59 on 21 February 2020, by:

Post: Quantuma LLP, 81 Station Road, Marlow, Bucks, SL7 1NS

Email: please scan in a signed copy of this form and attach it as a pdf to marlowvoting@quantuma.com

NOTICE OF INVITATION TO FORM A LIQUIDATION COMMITTEE

Company Name: Heathrow Service Centre Limited ("the Company") In Liquidation

Company Number: 07315039

This Notice is given under Rule 6.19 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Liquidator of the Company, Chris Newell of Quantuma LLP, 81 Station Road, Marlow, Bucks, SL7 1NS, (telephone number 01628 478 100), who was appointed by the creditors.

Creditors are invited to nominate creditors (which may include themselves) by completing the section below and returning this Notice to the Joint Liquidator by one of the following methods:

By post to: Quantuma LLP, 81 Station Road, Marlow, Bucks, SL7 1NS

By email to: marlowvoting@quantuma.com

Please note that, if you are sending nominations by post, you must ensure that you have allowed sufficient time for the Notice to be delivered to the address above by the date set out below. Unless shown to the contrary an email is treated as delivered at 9am on the next business day after it was sent.

All nominations must be delivered by: 23.59 on 21 February 2020

Nominations can only be accepted if the Joint Liquidators are satisfied as to the nominated creditor's eligibility under Rule 17.4 of the Rules.

For further information on the role of Creditors' Committees, go to:
<http://www.quantuma.com/guide/guide-creditors-committee/>

Signed: _____


Christopher Newell
Joint Liquidator

Dated: 28 January 2020

NOMINATIONS FOR MEMBERS OF A LIQUIDATION COMMITTEE

Company Name: **Heathrow Service Centre Limited ("the Company") In Liquidation**

On behalf of (name of Creditor): _____

at (address of Creditor): _____

I nominate the following creditor(s) to be member(s) of a Liquidation Committee (provide name(s) and address(es)):

1. _____

1. _____

2. _____

Signed: _____

Dated: _____

Name in capitals: _____

Position with, or relationship to, Creditor or other authority for signature: _____

Are you the sole member/shareholder of the Creditor (where it is a company)?

Yes / No

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 **Ben Ekbery**

Company name **Quantuma LLP**

Address **81 Station Road**

Post town **Marlow**

County/Region **Bucks**

Postcode **S L 7 1 N S**

Country

DX

Telephone **01628 478100**



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