

# LIQ14

## Notice of final account prior to dissolution in CVL



Companies House

SATURDAY



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07/10/2017

COMPANIES HOUSE

#49

### 1 Company details

Company number 0 7 3 3 1 3 5 4

Company name in full York Mill Limited

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

### 2 Liquidator's name

Full forename(s) Charles Michael

Surname Brook

### 3 Liquidator's address

Building name/number The Media Centre

Street 7 Northumberland Street

Post town Huddersfield

County/Region

Postcode H D 1 1 R L

Country

### 4 Liquidator's name ①

Full forename(s) Michelle Louise

Surname Chatterton

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

### 5 Liquidator's address ②

Building name/number The Media Centre

Street 7 Northumberland Street

Post town Huddersfield

County/Region

Postcode H D 1 1 R L

Country

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

# LIQ14

Notice of final account prior to dissolution in CVL

## 6 Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

:

## 7 Final account

☒ I attach a copy of the final account.

## 8 Sign and date

Liquidator's signature

Signature

X  X

Signature date

d	0	d	3	m	1	m	0	y	2	y	0	y	1	y	7
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# LIQ14

## Notice of final account prior to dissolution in CVL



### Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name

Michelle Louise Chatterton

Company name

Poppleton & Appleby

Address

The Media Centre

7 Northumberland Street

Post town

Huddersfield

County/Region

Postcode

H D 1 1 R L

Country

DX

Telephone

0161 228 3028



### 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)

# **JOINT LIQUIDATORS FINAL ACCOUNT**

**York Mill Limited – in liquidation**

**31 July 2017**

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## **1 Introduction**

- 1.1 This report represents the Joint Liquidators final account in relation to the liquidation of York Mill Limited ('the Company').

## **2 Administration and Planning**

- 2.1 Statutory information may be found at Appendix A.
- 2.2 The Joint Liquidators are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix C.

## **3 Enquiries and Investigations**

- 3.1 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 questionnaires; 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.
- 3.2 The director provided the books and records and a completed questionnaire as well as a Statement of Affairs.
- 3.3 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 directors (past and present) to the Insolvency Service.
- 3.4 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.
- 3.5 This initial assessment has been completed and the Joint Liquidators did not identify any further assets or actions which might lead to a recovery for creditors.
- 3.6 Although this work did not generate any financial benefit to creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

## **4 Realisation of Assets**

- 4.1 Details of the Company's assets which have been realised have been provided in my previous progress reports. Further information in relation to the work undertaken is also disclosed at Appendix C.

## 5 Creditors

- 5.1 Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Joint Liquidators have had to carry out key tasks which are detailed in Appendix C. The following sections explain the outcomes for the various categories of creditor and the dividend paid.

### *Secured Creditors*

- 5.2 The Company has not granted any charges over its assets.

### *Preferential Creditors*

- 5.3 The Company did not have any preferential creditors as all employees were paid in full up to their dismissal dates prior to the commencement of the liquidation.

### *Unsecured Creditors*

- 5.4 Claims have been received from 10 creditors totalling £312,785.49. There are 4 other creditors who did not submit claims.
- 5.5 Where a floating charge is created after 15 September 2003 a prescribed part of the Company's net property shall be made available for the unsecured creditors. The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there is no prescribed part in this liquidation.
- 5.6 The following distributions have been declared and paid to the unsecured creditors:
- First dividend of 15p in £ declared on 3 August 2016
  - Second dividend of 4.22p in £ declared on 10 January 2017
  - Third and final dividend of 1.92p in £ declared on 21 February 2017

### *Reporting*

- 5.8 The Joint Liquidators have met their statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

During the course of the Liquidation, the following key documents have been issued:

- The report presented to the S98 meeting of creditors;
- The Joint Liquidators report in relation to their request for fee approval dated 31 May 2016;
- The first progress report for the period ended 17 December 2016.

## 6 Fees and Expenses

### **Pre-appointment Costs**

- 6.1 At the creditors meeting held on 18 December 2015 creditors approved my firm's fee of £5,000 plus VAT and disbursements for assisting in the preparation of the statement of affairs and the convening of the meetings of members and creditors. In addition creditors approved the fee of Bamford & Co of £1,250 plus VAT for their assistance in preparing the Statement of Affairs. This

fee has been paid in full from first realisations and is shown on the enclosed Receipts and Payments Account.

### **The Joint Liquidators Fees**

- 6.2 The basis of the Joint Liquidators fees was approved by creditors on 16 June 2016 in accordance with the following resolution:

***“That the Liquidators be remunerated on a time cost basis, by reference to their firm’s hourly charge rates and time spent by them and their staff in administering the case”***

- 6.3 Time costs for the period 18 December 2016 to 31 July 2017 total £2,555.00, representing 13.60 hours at an average hourly rate of £187.87.
- 6.4 Total time costs during the period of the liquidation amount to £9,076.00 representing 51.00 hours at an average hourly rate of £177.96, which compares to the liquidators fee estimated dated 30 May 2017 which showed total estimated time of £9,607.25.
- 6.5 The sum of £8,887.82 has been drawn on account of the time costs incurred.
- 6.6 Attached as Appendix D is a Time Analysis which provides details of the activity costs incurred by staff grade during this period in respect of the costs fixed by reference to time properly spent by me in managing the Liquidation.
- 6.7 Attached as Appendix F is additional information in relation to this firm’s policy on staffing, the use of subcontractors, disbursements and details of our current charge-out rates by staff grade.
- 6.8 Having regard for the costs that are likely to be incurred to bring this liquidation to a close, the Joint Liquidators consider that:
- The original fees estimate is unlikely to be exceeded;
  - The expenses incurred are in line with the original expenses estimate

### **Disbursements**

- 6.9 The disbursements that have been incurred and paid are detailed at Appendix E.
- 6.10 The Category 1 disbursements paid for in the liquidation total £825.16 and are detailed in Appendix E and represent the simple reimbursement of actual out of pocket payments made in relation to the liquidation
- 6.11 No Category 2 disbursements have been charged in this matter.

## **7 Creditors’ rights**

- 7.1 Any unsecured creditor, with the permission of the court or with the concurrence of at least 5% in value of the unsecured creditors may request further details of the Liquidators remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.



- 7.2 Any unsecured creditor may, with the permission of the court or with the concurrence of at least 10% in value of the creditors apply to court to challenge the amount and/or basis of the Liquidator's remuneration and expenses already incurred within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

## **8 EC Regulations**

- 8.1 The Company's centre of main interest was in xx and xx and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

## **9 Conclusion**

- 9.1 There are no other matter outstanding and the affairs of the Company have been fully wound up.

A handwritten signature in black ink, appearing to read 'Charles Brook', with a stylized, cursive script.

**Charles Brook**  
**Joint Liquidator**

**Statutory Information**

<b>Appointed by</b>	Members and Creditors
<b>Company Name</b>	York Mill Limited
<b>Former Trading Name</b>	
<b>Company Number</b>	07331354
<b>Registered Office</b>	The Media Centre, 7 Northumberland Street, Huddersfield, HD1 1RL
<b>Former Registered Office and Trading Address</b>	Gooder Lane, Brighouse, HD6 1HB
<b>Officeholders</b>	Charles Michael Brook and Michelle Louise Chatterton
<b>Officeholders address</b>	Poppleton & Appleby (formerly Brook Business Recovery Limited) The Media Centre, 7 Northumberland Street, Huddersfield, HD1 1RL
<b>Date of appointment</b>	18 December 2016

**York Mill Limited  
(In Liquidation)**

**Joint Liquidators' Summary of Receipts and Payments**

<b>RECEIPTS</b>	<b>Statement of Affairs (£)</b>	<b>From 18/12/2015 To 17/12/2016 (£)</b>	<b>From 18/12/2016 To 31/07/2017 (£)</b>	<b>Total (£)</b>
Book Debts	8,860.78	10,218.92	0.00	10,218.92
Cash at Bank	71,956.00	72,300.47	0.00	72,300.47
Bank Interest Net of Tax		74.56	1.92	76.48
		<b>82,593.95</b>	<b>1.92</b>	<b>82,595.87</b>

**PAYMENTS**

Specific Bond		310.80	0.00	310.80
Preparation of S. of A.		6,250.00	0.00	6,250.00
Office Holders Fees		6,000.00	2,887.82	8,887.82
Legal Fees (1)		500.00	0.00	500.00
Stationery & Postage		0.00	39.61	39.61
Storage Costs		0.00	51.75	51.75
Statutory Advertising		338.40	84.60	423.00
Bank Charges		13.74	14.96	28.70
Trade & Expense Creditors	(98,496.70)	46,917.82	19,186.37	66,104.19
Directors	(208,423.62)	0.00	0.00	0.00
Inland Revenue	(19,528.00)	0.00	0.00	0.00
Ordinary Shareholders	(100.00)	0.00	0.00	0.00
		<b>60,330.76</b>	<b>22,265.11</b>	<b>82,595.87</b>

<b>Net Receipts/(Payments)</b>	<b>22,263.19</b>	<b>(22,263.19)</b>	<b>0.00</b>
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**MADE UP AS FOLLOWS**

Bank 1 Current	20,963.19	(20,963.19)	0.00
VAT Receivable / (Payable)	1,300.00	(1,300.00)	0.00
	<b>22,263.19</b>	<b>(22,263.19)</b>	<b>0.00</b>



Charles Michael Brook  
Joint Liquidator

## Detailed list of work undertaken for York Mill Limited in Creditors Voluntary Liquidation for the duration of the Liquidation

Below is detailed information about the tasks undertaken by the Joint Liquidators

General Description	Includes
<b>Administration and Planning</b>	
Statutory/advertising	External filing of documents to meet statutory requirements Advertising in accordance with statutory requirements Annual corporation tax returns Quarterly VAT returns Bonding the case for the value of the assets
Document maintenance/file review/checklist	Internal filing of documents Periodic file reviews and documenting strategy Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Pension Scheme	Identifying whether there is a pension scheme
Books and records / storage	Dealing with records in storage Sending job files to storage
Creditor reports	Preparation of the Statutory Fees and Expenses estimate Preparing final progress report, investigation, meeting and general reports to creditors Disclosure of sales to connected parties
Meeting of Creditors	Preparation of meeting notices, proxies/voting forms and advertisements notice of meetings to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following meeting Issuing notice of result of meeting.
Closure	Review of case to ensure all matters have been finalised Draft final account and send to creditors Obtain clearance to close from HMRC together with submitting final tax return Obtain final accounts from agents File documents with Registrar of Companies
<b>Investigations</b>	
SIP 2 Review	Collection, and making an inventory, of company books and records 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 and bank statements Review of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions if required
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations if required

## Appendix C

General Description	Includes
<b>Realisation of Assets</b>	
Cash at Bank	Instructing and liaising with the pre appointment bank in order to realise the credit balance on the account
Book Debts	Writing to debtors to collect sums due, dealing with any queries and or disputes. Instructing solicitors where appropriate
<b>Creditors</b>	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to 14 creditors and their representatives via facsimile, email and post
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with Redundancy Payments Office regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to 14 potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims, if required
Distributions	Admitting claims Calculating and issuing dividends
<b>Total</b>	

### Charge Rates

The following charge rates are applied by Poppleton & Appleby the date of this report.  
The minimum unit of time recorded is 6 minutes

Staff	Charge-out rates £
Office Holder (Partner)	350.00
Office Holder (Non Partner)	325.00
Senior Manager	275.00
Manager	225.00
Administrator	160.00
Cashier	165.00
Trainee / Administration Support Staff	80.00

# Time Entry - Cumulative Detailed SIP9 Time & Cost Summary

2089 - York Mill Limited  
 From: 18/12/2016 To: 31/07/2017  
 Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Avg Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
700 : Formalities	0.00	0.40	0.00	0.00	0.40	110.00	275.00	2.80	434.00
701 : Case strategy / planning	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.70	403.50
702 : Cashiering	0.00	0.10	0.00	1.40	1.50	195.50	130.33	2.80	335.50
703 : File Reviews	0.00	0.50	0.40	0.00	0.90	201.50	223.89	3.30	693.50
705 : Taxation & VAT	0.20	0.30	0.00	0.80	1.30	228.50	175.77	1.60	269.00
** 706 : Case set up	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	67.50
** 802 : Directors communication	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	55.00
<b>Admin &amp; Planning</b>	<b>0.20</b>	<b>1.30</b>	<b>1.00</b>	<b>2.20</b>	<b>4.70</b>	<b>831.50</b>	<b>176.91</b>	<b>12.90</b>	<b>2,258.00</b>
501 : Unsecured Creditors	0.00	0.60	1.50	0.00	2.10	375.00	178.57	11.20	1,763.50
** 502 : Employee Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	27.00
504 : Statutory Reporting to Creditors	0.00	3.70	1.90	0.00	5.60	1,156.50	206.52	10.70	2,155.50
505 : Report / Secured Creditor	0.00	0.00	1.20	0.00	1.20	192.00	160.00	1.20	192.00
<b>Creditors</b>	<b>0.00</b>	<b>4.30</b>	<b>4.60</b>	<b>0.00</b>	<b>8.90</b>	<b>1,723.50</b>	<b>193.65</b>	<b>23.30</b>	<b>4,138.00</b>
** 201 : CDDA Reports	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.60	1,127.00
<b>Investigations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6.60</b>	<b>1,127.00</b>
** 300 : Ident / Securing & Insuring	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.30	90.00
** 303 : Book Debts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.70	1,193.00
** 306 : Other Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.70	140.00
** 307 : Cash at Bank	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	130.00
<b>Realisation of Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>NAN</b>	<b>8.20</b>	<b>1,553.00</b>
<b>Total Hours</b>	<b>0.20</b>	<b>5.60</b>	<b>5.60</b>	<b>2.20</b>	<b>13.60</b>	<b>2,555.00</b>	<b>187.87</b>	<b>51.00</b>	<b>9,076.00</b>
<b>Total Fees Claimed</b>						<b>0.00</b>			

\*\* - Denotes codes included in cumulative data that are not present in the period.

## Appendix E

### Expenses summary for the duration of the Liquidation of York Mill Limited

Below are details of the Joint Liquidators expenses for the Liquidation

Expenses Category 1	Original Estimate £	Actual expense incurred £
Legal advice in relation to collection of book debts	1000.00	500.00
Advertising	592.20	423.00
Bonding	310.80	310.80
Stationery / fax / postage / telephone	27.30	39.61
Document Storage and Destruction	96.77	51.75
<b>Total</b>	<b>2,027.07</b>	

Expenses Category 2	Basis	Estimate of total
It is not anticipated that any Category 2 expenses will be incurred		
<b>Total</b>	<b>N/A</b>	<b>£ Nil</b>



## CHARGING, EXPENSES AND DISBURSEMENTS POLICY STATEMENT EFFECTIVE FROM 1<sup>ST</sup> JUNE 2017

### Introduction

Current insolvency legislation provides for the manner in which insolvency practitioners' fees and disbursements are charged in insolvency assignments. The legislation permits insolvency practitioners to seek the bases for their fees on a time cost basis, a percentage of realisation basis, on a fixed fee basis or on a mix of these bases.

The basis of fees for each individual insolvency appointment are subject to approval by a committee of creditors if appointed, failing which by creditors in a decision-making process or by the Court. Further information regarding the approval of office holders' fees in insolvency cases can be found within Statement of Insolvency Practice 9 (SIP9), please see under further information at the foot of this document for information on how to download guides to fees.

Once the basis of office holders' fees has been approved it is reported to any committee and to creditors generally within the next statutory report.

### Fixed Fee Basis

It is possible for an insolvency practitioner to seek to be paid on a fixed fee basis. Where this is the case, further information will be provided to explain why this would be considered appropriate.

### Percentage Basis

The legislation provides for fees to be charged on a percentage of the value of property with which an insolvency practitioner deals with. Different percentages can be used for different assets or types of assets. When seeking creditor approval for this basis, further information will be provided for creditors to judge the appropriateness of this basis.

### Time Cost Basis

Insolvency Practitioners are permitted to seek approval for their fees to be paid on a time cost basis. This is based on hours spent by office holders and their staff in dealing with matters relating to the particular insolvency or specific activities within a case where time costs are sought. When seeking resolutions for fees to be paid on a time cost basis, stakeholders will be provided with a full explanation as to why time costs are considered appropriate together with sufficient information to assist in their making an informed judgement of the office holders' requests.

Partners and staff are allocated an hourly charge out rate which is reviewed annually. The current charge out rates of this Firm are set out as follows:

Grade of Staff	Hourly Chargeout Rate
Office Holder (Partner)	£350.00
Office Holder (Non Partner)	£325.00
Senior Manager	£275.00
Manager	£225.00
Administrator	£160.00
Cashier	£165.00
Trainee/Support Staff	£ 80.00

### Staff Allocation and the Use of Sub-Contractors

The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

The constitution of the team allocated to insolvency assignments will usually consist of an Office Holder, a Senior Manager and/or Manager and an Administrator or Assistant. The exact constitution of a case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment. The charge out rates scheduled above provides details of all grades of staff and their respective experience levels.

It is not this Firm's policy to sub-contract out any services or tasks which can be provided by this Firm.

Charles M Brook, Allan C Cadman, Michelle L Chatterton and Stephen J Wainwright are authorised by the Insolvency Practitioners Association to take insolvency appointments in the United Kingdom. Partners or employees acting as Liquidator or Administrator do so as agents of the company to which they are appointed and without personal liability.

Poppleton & Appleby is the trading style of Churchill Corporate Solutions LLP which is a limited liability partnership registered in England and Wales, registered number OC393802. Registered Office: St Crispins House, St Crispins Way, Haslingden, Lancashire BB4 4PW. A full list of members is available for inspection at 16 Oxford Court, Bishopsgate, Manchester, M2 3WQ.

### Professional Advisors

It is usual in insolvency cases that specialist professional advisors are engaged to advise on matters which are case specific. Ordinarily but not exclusively these will include solicitors, employment law consultants, asset agents and accountants. Stakeholders will be advised of such advisors which could be expected to be used within a case together with an expected fee arrangement.

Our choice will be based on our perception of their qualification, experience and ability to perform the type of work sought including the complexity and nature of the assignment upon which they are asked to assist.

### Expenses and Disbursements Policy

Where expenses are incurred in respect of the insolvent estate they will be recharged. Such expenses can be divided into two categories and are disclosed to creditors in the appropriate reports. In each case the recharge will be reimbursed on a quarterly basis.

#### Category 1

- Category 1 disbursements relate to expenses where this Firm has met a specific cost in respect of the insolvent estate where payment has been made to a third party where the expenditure is directly referable to the appointment in question. These may include items such as legal notices, bond premiums, searches at Companies House, etc. In each case the recharge will be reimbursed on a quarterly basis. It is not necessary for creditors to approve Category 1 disbursements.

#### Category 2

- These are expenses and disbursements incurred by this Firm which may include an element of shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis. Category 2 disbursements require approval in the same manner as office holder's remuneration prior to being drawn from the individual insolvency estate.
- This Firm will seek to recover Category 2 disbursements in respect of the following:

Storage of records (per box per quarter) £6 00  
(when not rechargeable as a Category 1 expense)

Partner/staff mileage (per mile) £0.45

### VAT

VAT at the prevailing rate is applied to office holders' fees and disbursements. In Company and Individual Voluntary Arrangements, VAT may not apply following the decision in PAYMEX versus HMRC.

### FURTHER INFORMATION: Creditors Rights

SIP9 provides information for creditors in relation to the fees charged by Office Holders. These can be accessed from the following website:

Association of Business Recovery Professionals at:  
[https://www.r3.org.uk/media/documents/technical\\_library/SIPS/SIP\\_9\\_EW.pdf](https://www.r3.org.uk/media/documents/technical_library/SIPS/SIP_9_EW.pdf)

Alternatively, a copy can be provided by request to either office.

**16 OXFORD COURT  
BISHOPSGATE  
MANCHESTER M2 3WQ**

**TEL 0161 228 3028  
FAX 0161 228 2335**

**THE MEDIA CENTRE  
7 NORTHUMBERLAND STREET  
HUDDERSFIELD HD1 1RL**

**TEL 01484 437 432  
FAX 01484 483 100**

**WEB [pandamanchester.co.uk](http://pandamanchester.co.uk)**