

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

WEDNESDAY



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01/11/2023

#108

COMPANIES HOUSE

### 1 Company details

Company number 07346401

Company name in full RVM Assist Limited

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

### 2 Liquidator's name

Full forename(s) Phil

Surname Clark

### 3 Liquidator's address

Building name/number 8 Fusion Court

Street Aberford Road

Garforth

Post town Leeds

County/Region West Yorkshire

Postcode LS25 2GH

Country England

### 4 Liquidator's name ①

Full forename(s) Dave

Surname Clark

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

### 5 Liquidator's address ②

Building name/number 8 Fusion Court

Street Aberford Road

Garforth

Post town Leeds

County/Region West Yorkshire

Postcode LS25 2GH

Country England

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

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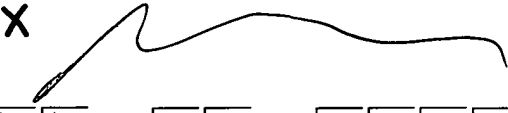
### 6 Period of progress report

From date	<sup>d</sup> 0	<sup>d</sup> 9	<sup>m</sup> 0	<sup>m</sup> 9	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2	
To date	<sup>d</sup> 0	<sup>d</sup> 8	<sup>m</sup> 0	<sup>m</sup> 9	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 3	

### 7 Progress report

	<input checked="" type="checkbox"/> The progress report is attached	
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### 8 Sign and date

Liquidator's signature	<div>Signature</div> <div>  </div>	
Signature date	<sup>d</sup> 3 <sup>d</sup> 1 <sup>m</sup> 1 <sup>m</sup> 0 <sup>y</sup> 2 <sup>y</sup> 0 <sup>y</sup> 2 <sup>y</sup> 3	

LIQ03

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**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 Sophie Davey

Company name Clark Business Recovery Limited

Address 8 Fusion Court

Aberford Road

Garforth

Post town Leeds

County/Region West Yorkshire

Postcode L S 2 5 2 G H

Country England

DX

Telephone 0113 243 8617



**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)

**RVM ASSIST LIMITED - IN**  
**LIQUIDATION**

**PROGRESS REPORT TO MEMBERS AND**  
**CREDITORS**

**PURSUANT TO SECTION 104A OF THE INSOLVENCY**  
**ACT 1986**

**AND RULE 18.7 OF THE INSOLVENCY (ENGLAND**  
**AND WALES) RULES 2016**

**DATE OF LIQUIDATION: 9 SEPTEMBER 2021**

**NAME OF JOINT LIQUIDATORS: PHIL CLARK & DAVE CLARK**

**JOINT LIQUIDATORS ADDRESS: CLARK BUSINESS RECOVERY**  
**LIMITED, 8 FUSION COURT, ABERFORD ROAD, LEEDS, LS25 2GH**

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- 6** Creditors' Rights
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## **APPENDICES**

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- B** Estimated Outcome Statement
- C** Time Analysis for the Period from 9 September 2022 to 8 September 2023
- D** Cumulative Time Analysis for the Period from 9 September 2021 to 8 September 2023
- E** Revised Fees Estimate/Information
- F** Additional information in relation to Joint Liquidators' Fees, Expenses & the use of Subcontractors

## **1 Introduction and Statutory Information**

Phil Clark and Dave Clark were appointed as Joint Liquidators of RVM Assist Limited ("the Company") on 09 September 2021. The Company's registered number is 07346401.

This progress report covers the period from 9 September 2022 to 8 September 2023 ("the Period") and should be read in conjunction with any previous progress reports which have been issued.

Information about the way that we will use, and store personal data in relation to insolvency appointments can be found at <http://www.clarkbr.co.uk/dppn/>. If you are unable to download this, please contact us and a hard copy will be provided to you.

The Company operated as a provider of fleet risk management services and traded from Unit 4 Feast Field, Horsforth, Leeds, LS18 4TJ. This address also acted the Company's registered office prior to liquidation and was changed to c/o Clark Business Recovery Limited, 26 York Place, Leeds, LS1 2EY following our appointment. This has now been changed to c/o Clark Business Recovery Limited, 8 Fusion Court, Aberford Road, Garforth, Leeds, LS25 2GH.

## **2 Receipts and Payments**

Attached at Appendix A is the Receipts and Payments Account for the Period from 9 September 2022 to 8 September 2023 and for the cumulative period from 9 September 2021 to 8 September 2023

In Section 3 below, you will find an update on the progress made during the Period in realising the Company's assets and dealing with its affairs.

## **3 Progress of the Liquidation**

This section of the report provides creditors with an update on the progress made in the liquidation during the Period and an explanation of the work done by the Joint Liquidators and their staff.

### ***Administration (including statutory compliance & reporting)***

An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work we anticipated would need to be done in this area was outlined in our initial fees estimate/information which was previously agreed by creditors.

Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Joint Liquidators. As noted in my initial fees estimate/information, this work will not necessarily bring any financial benefit to creditors but is required on every case by statute.

### ***Realisation of Assets***

It is not anticipated that the work the Joint Liquidators have carried out in dealing with the Company's assets will provide a financial benefit to creditors. This is because the value of the assets is insufficient to produce a financial benefit after the associated costs of realisation are taken into consideration.

During the Period, the following assets have been realised:

#### *Book Debts*

As previously reported, the sum of £13,407.32 had been recovered in respect of book debts owed to the Company.

Driversure UK Limited ("Driversure") were engaged to assist the Joint Liquidators in respect of book debt recoveries and a fee basis of 15% was agreed. The sum of £5,240.37 was recovered by Driversure during the previous reporting Period, and accordingly, their 15% fee has been paid during the Period.

Following confirmation from Driversure that they could not collect any further book debts, Andrew Brennan of ICM Credit Management Ltd ("my Agent") was instructed to review the Company's debtor ledger and determine whether any additional book debts could be recovered.

Throughout the Period, the sum of £3,684.37 has been recovered by my Agent, taking total book debt realisations to £17,091.79.

My Agent has confirmed that there is a potential for further book debt realisations to be made and this matter is ongoing.

#### *Cash at Bank*

As previously reported, the sum of £14,818.17 was received in respect of funds held in the Company's bank account prior to liquidation. This included the sum of £5,804.64 which was incorrectly paid into the bank account and was later returned, which was shown as a sundry refund on the Receipts & Payments account.

This has since been reposted on the Receipts & Payments account and Cash at Bank is now shown as £9,013.53.

#### ***Creditors (claims and distributions)***

The Joint Liquidators are not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.

Since 1 December 2020, claims from preferential creditors now fall into one of two categories, either ordinary (typically involving employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal, which rank equally among themselves), or secondary (which are claims by HMRC for VAT or other relevant tax deductions such as PAYE and employee NIC deductions, together with student loans and CIS deductions, which also rank equally among themselves). Ordinary preferential claims rank ahead of secondary preferential claims and all preferential creditors must be paid in full before any distribution can be made to the unsecured creditors of a company.

Work undertaken by the Joint Liquidators in dealing with a company's creditors may only therefore bring a financial benefit to certain classes of creditor such as a secured creditor or the preferential creditors, however we are required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor,

work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the us in dealing with those claims.

More information on the anticipated outcome for all classes of creditor in this case can be found in Section 4 below.

### **Investigations**

You may recall from our first progress report to creditors that some of the work the Joint Liquidators are required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 ("CDDA 1986") and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Joint Liquidators can pursue for the benefit of creditors.

Our report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986 was submitted during the first year of the liquidation and is confidential.

Since our last progress report, we would advise that no further asset realisations have come to light that may be pursued by me for the benefit of creditors.

## **4 Creditors**

### **Secured Creditors**

The Company did not grant fixed or floating charges over the Company's assets to any secured creditors and as a result, no distributions have been made to any such creditors in the liquidation.

### **Preferential Creditors**

A summary of the preferential claims in the liquidation can be found below. At this stage, it is not anticipated that a dividend will be made to any type of preferential creditor.

Ordinary preferential claims	Agreed Claim £	Statement of Affairs Claim £	Dividend paid p in the £1	Date dividend paid
Employee Claims	NIL	10,536.59	NIL	N/A
Pension Schemes	NIL	3,500.00	NIL	N/A
Secondary preferential claims	Agreed Claim £	Statement of Affairs Claim £	Dividend paid p in the £1	Date dividend paid
VAT (HMRC)	NIL	12,9965.00	NIL	N/A
PAYE, Employee NIC & CIS deductions (HMRC)	NIL	53,700.00	NIL	N/A

## **Unsecured Creditors**

The director's Statement of Affairs estimated the sum of £328,107.84 to be owed to unsecured creditors. To date, a total of 19 claims have been received in the sum of £133,398.27.

The Company did not grant any floating charges to a secured creditor. Accordingly, there is no requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the **Prescribed Part**), which only applies to charges created after 15 September 2003.

Attached at **Appendix B** is an updated Estimated Outcome Statement for the liquidation. This represents our estimate of the outcome of the liquidation as at the end of the Period covered by this report. Further updates on the anticipated outcome to creditors will be provided in subsequent reports, however you will note that it is currently anticipated there will be insufficient funds realised after defraying the expenses of the liquidation to pay a dividend to any class of creditor.

## **6 Joint Liquidators' Remuneration**

The following decisions were approved by creditors on 11 October 2021.

The sum of £5,000 plus VAT was approved to be paid by the creditors to Clark Business Recovery Limited for assisting with the preparation of the Statement of Affairs and seeking a decision of creditors on the nomination of the Joint Liquidators. No funds have been paid on account of these costs during the Period.

The basis of the Joint Liquidators' remuneration be fixed as time costs of £20,260 plus VAT as detailed in the fees estimate/information previously provided to creditors. No funds have been paid on account of these costs during the Period.

The Joint Liquidators were authorised by creditors to draw Category 2 expenses in accordance with their firm's tariff.

The total time costs incurred during the Period from 9 September 2022 to 8 September 2023 are 26.00 hours, at an average rate of £298.81 per hour, giving total time costs of £7,769. A breakdown in accordance with SIP9 is attached at **Appendix C**.

The total time costs incurred during the Period from 9 September 2021 to 8 September 2022 are 88.00 hours, at an average rate of £290.68 per hour, giving total time costs of £25,580. A breakdown in accordance with SIP9 is attached at **Appendix D**.

We now consider that the original fees estimate provided for the liquidation is insufficient to complete our duties. As a result, our revised fees estimate is attached at **Appendix E** and includes details of the work we consider is additional to that set out in the original fees estimate.

The total of our revised fees estimate is £30,095 and we are seeking approval to this increase by correspondence from creditors. Further details about the decision by correspondence can be found on the letter which accompanies this report.

We do not anticipate that any further approval will be necessary following the revision of our original estimate, in order to conclude the liquidation.

We will also update creditors on the anticipated total amount that will be paid to our firm in respect of the revised fees estimate in our next progress report. Given the current revision of our anticipated costs and the ongoing work in the liquidation, it is difficult at this time to accurately report the anticipated payment to our firm, other than it will not exceed the cap of my revised estimate without further approval from creditors.

Attached as **Appendix F** is additional information in relation to the Joint Liquidators' fees and expenses, including where relevant, information on the use of subcontractors and professional advisers.

A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <https://www.icaew.com/-/media/corporate/files/technical/insolvency/creditors-guides/2010/creditors-guide-to-liquidators-fees-england-and-wales-apr-2010.ashx>

## **7 Creditors' Rights**

Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidators provide further information about their remuneration or expenses which have been itemised in this progress report.

Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidators, as set out in this progress report, are excessive.

## **8 Ethics**

The Joint Liquidators are bound by the Insolvency Code of Ethics and are considered their professional bodies guide to conduct and ethics in relation to accepting an instruction from the Board of this Company. We are satisfied that there is no evidence to suggest that there is any matter that would affect our independence or objectivity in dealing with this matter, and that no threat has arisen to our compliance with the fundamental principles and safeguards applied by the code during the period of this report.

## **9 Next Report**

We are required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation, unless we have concluded matters prior to this, in which case we will write to all creditors with our final account.

If you have any queries in relation to the contents of this report, please contact David Hines of this office.

**Signed:**



Phil Clark – Joint Liquidator

**Date: 31 October 2023**

## In Liquidation

## Joint Liquidators' Summary of Receipts and Payments (Accruals Basis)

Statement of Affairs £	From 09 September 2022 To 08 September 2023 £	From 09 September 2021 To 08 September 2023 £
<b>ASSET REALISATIONS</b>		
2,000.00 Office Furniture & Computers	0.00	2,000.00
500.00 Fixtures & Fittings	0.00	500.00
18,255.00 Book Debts	3,684.37	17,091.69
2,500.00 App Development	0.00	2,500.00
2,525.00 Cash at Bank	0.00	9,013.53
	<b>3,684.37</b>	<b>31,105.22</b>
<b>COST OF REALISATIONS</b>		
Specific Bond	0.00	150.00
Book Debt Collection Fees	1,199.49	1,199.49
Agents/Valuers Fees (1)	0.00	500.00
Employee Costs	0.00	200.00
Legal Fees	1,079.00	1,079.00
Statutory Advertising	0.00	174.00
	<b>(2,278.49)</b>	<b>(3,302.49)</b>
<b>PREFERENTIAL CREDITORS</b>		
(10,536.59) Employee Arrears/Hol Pay	0.00	0.00
(3,500.00) Pension Schemes	0.00	0.00
	<b>0.00</b>	<b>0.00</b>
<b>SECONDARY PREFERENTIAL CREDITORS</b>		
(53,700.00) H M Revenue & Customs - Tax	0.00	0.00
(12,965.00) H M Revenue & Customs - VAT	0.00	0.00
	<b>0.00</b>	<b>0.00</b>
<b>UNSECURED CREDITORS</b>		
(136,665.03) Trade & Expense Creditors	0.00	0.00
(84,194.81) Employees	0.00	0.00
(50,000.00) Directors	0.00	0.00
(57,248.00) Banks/Institutions	0.00	0.00
	<b>0.00</b>	<b>0.00</b>
<b>DISTRIBUTIONS</b>		
(25,000.00) Ordinary Shareholders	0.00	0.00
	<b>0.00</b>	<b>0.00</b>
<b>(408,029.43)</b>	<b>1,405.88</b>	<b>27,802.73</b>

## REPRESENTED BY

Vat Receivable

298.49

## RVM Assist Limited - In Liquidation

## Estimated Outcome Statement

AS @ 08/09/2023

	R&P	Future	Total
<b>Assets</b>			
Office Furniture & Computers	£ 2,000.00	£ -	£ 2,000.00
Fixtures & Fittings	£ 500.00	£ -	£ 500.00
Book Debts	£ 17,091.69	Uncertain	£ 17,091.69
App Development	£ 2,500.00	£ -	£ 2,500.00
Cash at Bank	£ 9,013.53	£ -	£ 9,013.53
<b>Total</b>	<b>£ 31,105.22</b>	<b>£ -</b>	<b>£ 31,105.22</b>
<b>Less: Costs of Liquidation</b>			
Specific Bond	£ 150.00	£ -	£ 150.00
Statement of Affairs Fee	£ -	£ 2,500.00	£ 2,500.00
Decision Procedure Fee	£ -	£ 2,500.00	£ 2,500.00
Joint Liquidators' Remuneration	£ -	£ 30,095.00	£ 30,095.00
Agents Costs	£ 500.00	£ -	£ 500.00
Employee Costs	£ 200.00	£ -	£ 200.00
Book Debt Collection Fees	£ 1,199.49	Uncertain	£ 1,199.49
Stationery & Postage	£ -	£ -	£ -
Legal Fees	£ 1,079.00	£ -	£ 1,079.00
Statutory Advertising	£ 174.00	£ -	£ 174.00
<b>Total</b>	<b>£ 3,302.49</b>	<b>£ 35,095.00</b>	<b>£ 38,397.49</b>
<b>Available to Preferential Creditors</b>			<b><u>£ 7,292.27</u></b>
Less:			
Employee Arrears/Hol Pay			£ 10,536.59
Pension Schemes			<u>£ 3,500.00</u>
			£ 14,036.59
<b>Dividend Rate</b>			£ -
<b>Available to Secondary Preferential Creditors</b>			<u>£ -</u>
<b>Available to Floating Charge Creditor</b>			<u>£ -</u>
<b>Available to Unsecured Creditors</b>			<u>£ -</u>

## APPENDIX C

09 September 2022 to 08 September 2023

RVM Assist Limited (By Project Code: POST – Post Appointment)

[illegible]

## APPENDIX D

**09 September 2021 to 08 September 2023**

[illegible]

## RVM Assist Limited ("the Company") - In Liquidation

### Fees Information in accordance with The Insolvency (England and Wales) Rules 2016 and Statement of Insolvency Practice 9

#### Revised Fees Estimate

##### Overview

The Joint Liquidators previously agreed their *fees estimate* based on the time they anticipated would be incurred in dealing with matters associated with the winding-up of the affairs of the Company. Some of the work undertaken in this regard is required by statute and may not necessarily provide a financial benefit to creditors.

For the reasons outlined in the letter accompanying this *revised fees estimate*, the Joint Liquidators' previously agreed estimate has now been exceeded and a revision to that estimate is appropriate.

Creditors should be aware that the *revised fees estimate* is based on all of the information available at the time that this revision is provided and may be revised further due to unforeseen circumstances that may arise during the liquidation.

If it is considered that the *revised fees estimate* will be exceeded, the Joint Liquidators will provide an update and seek approval to increase it accordingly.

##### Work anticipated and the likely return to creditors

The likely return to creditors in the Liquidation is outlined below, however this position may change as the liquidation progresses depending on factors such as the eventual realisations made, the costs of administering the liquidation and the eventual claims submitted by the various classes of creditor.

Further updates will be provided in the Joint Liquidators' annual progress report.

Secured creditors	Likely return (p in the £1)
None	NIL
Ordinary preferential claims	Likely return (p in the £1)
Employee claims (Total number of claims = 6) In respect of outstanding arrear & holiday pay	NIL
Secondary preferential claims	Likely return (p in the £1)
VAT ("HMRC")	NIL
Unsecured claims	Likely return (p in the £1)
Unsecured creditor claims	NIL

## ***Fee Estimate Revision***

As creditors will be aware, the Joint Liquidators previously sought approval for their remuneration on a time cost basis as per the original fees estimate which was approved. This original estimate has now been exceeded and attached at **Appendix A** is a ***revised fees estimate*** for creditor approval.

The ***revised fees estimate*** is intended to cover the whole period of the liquidation up to the closure of the case and dissolution of the Company.

Details of the further work the Joint Liquidators anticipate undertaking in relation to this estimate and why this work is necessary is explained in the sections that follow, in support of the ***revised fees estimate***.

### ***Administration (including statutory compliance & reporting)***

As a result of the length of time spent dealing with the Company's assets, additional time has been spent on statutory reporting and case reviews as this case has passed the 12-month anniversary.

### ***Realisation of assets***

As detailed above, additional time has been spent dealing with the recovery of the outstanding book debts owed to the Company. This has resulted in some of the outstanding debtor ledger being passed to a debt collection specialist in order to determine whether further realisations can be made.

Additional time has been spent by the Joint Liquidators and their staff in reviewing the Company's records in order to provide the debt collector with additional supporting documentation to assist with the recovery of these book debts.

### ***Creditors (claims and distributions)***

As mentioned above, additional time has been incurred on this case as the anniversary date has passed, and an annual progress report is required to be submitted to creditors. Further time has and will continue to be incurred on this case until all prospective asset realisations have been made and the dividend prospects become clear.

### ***Investigations***

No additional time has been spent dealing with our statutory investigations and it is not anticipated that any further time costs will be incurred in this respect.

### ***Post-Appointment Time Costs***

In this case, the total time spent by this firm working on this case post-appointment up to 8 September 2023 totals 88.0 hours, at an average rate of £290.68 per hour, giving time costs of £25,580.

A breakdown of these costs is attached at **Appendix B**.

## Joint Liquidators' Expenses

Below is a summary of the expenses currently anticipated in the Liquidation. The table illustrates the expenses outlined in the Joint Liquidators' original fees estimate and provides information about the expenses incurred and paid to date against the current revision (where applicable).

Further updates to the expenses position will be provided in subsequent progress reports to creditors.

Expense	Estimated cost at commencement of liquidation £	Incurred to date £	Paid to date £	Estimated revised cost £
<b>Category 1 expenses</b>				
Agent's fees & expenses	500.00	500.00	500.00	500.00
Statutory advertising	261.00	174.00	174.00	174.00
Specific Penalty Bond	150.00	150.00	150.00	150.00
Legal Fees	0.00	1,079.00	1,079.00	1,079.00
Book Debt Collection Fees	2,738.25	1,199.49	1,199.49	Uncertain
Employee Costs	150.00	200.00	200.00	200.00
<b>Category 2 expenses</b>				
Postage charges	198.00	0.00	0.00	0.00

## APPENDIX A

## RVM Assist Limited - In Liquidation

## Joint Liquidators' Fees Estimate

Below is our fees estimate for the liquidation. The work the Joint Liquidators anticipate undertaking in relation to this estimate has been outlined previously. It is an estimate for the entire liquidation. If I consider this estimate will be exceeded, we will advise creditors and seek approval for our revised fees estimate as appropriate.

	<u>Director</u>	<u>Manager</u>	<u>Other Senior Professionals</u>	<u>Assistants &amp; Support Staff</u>	<u>Licence Holder</u>	<u>Cashier</u>	<u>Total Hours</u>	<u>Time Costs (£)</u>	<u>Average Hourly Rate (£)</u>
Admin & Planning	6.50 2,795.00	5.00 1,450.00	0.50 190.00	8.50 1,870.00	0.00 0.00	0.50 125.00	21.00	6,430.00	308.19
Cashiering	3.00 750.00	1.00 290.00	1.00 250.00	2.00 440.00	0.00 0.00	12.00 3,000.00	19.00	4,730.00	248.95
Creditors	6.00 2,580.00	13.00 3,770.00	1.00 380.00	15.00 3,300.00	0.00 0.00	0.50 125.00	35.50	10,155.00	286.06
Investigations	1.00 430.00	8.00 2,320.00	0.00 0.00	5.50 1,210.00	0.00 0.00	0.00 0.00	14.50	3,960.00	273.10
Realisation of Assets	4.00 1,720.00	9.00 2,610.00	1.00 380.00	0.50 110.00	0.00 0.00	0.00 0.00	14.50	4,820.00	332.41
Total Estimated Hours by grade of staff	20.50	36.00	3.50	31.50	0.00	13.00	104.50	30,095.00	287.99

## APPENDIX B

09 September 2021 to 08 September 2023

[illegible]

## Additional Information in Relation to the Joint Liquidators' Fees, Expenses & the use of Subcontractors

### Staff Allocation and the use of Subcontractors

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 case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.

On this case we have utilised the services of the following subcontractors. It is considered that the cost of subcontracting this work to specialist contractors will be less than, or equivalent to, the cost of these services being undertaken by the office holder(s) or their staff and the outsourcing of this work will bring greater efficiency to this element of the work necessary in the liquidation.

Service(s)	Provider	Work to be done	Basis of fee arrangement	Cost to date £	Anticipated total cost £
Employee claims processing	Emprove Limited	Employee claims support, assisting with the submission of ERA claims to the Redundancy Payments Service and agreement of employee claims with the office holder.	Allocated Costs	200.00	200.00
Book Debt collection	ICM Credit Management Ltd	Pursuing and collecting in of outstanding book/contract debts due to the estate	10-15% of realisations	413.44	Uncertain
	Driversure UK Limited	Pursuing and collecting in of outstanding book/contract debts due to the estate	15% of realisations	786.05	786.05

### Professional Advisors

On this assignment we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

Name of Professional Advisor	Basis of Fee Arrangement
Ward Hadaway LLP (legal advice)	Time Costs
Michael Steel & Co (Plant & Machinery) Ltd (valuation and disposal advice)	Time Costs

Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

### Joint Liquidators' Expenses

The estimate of expenses which were anticipated at the outset of the liquidation was provided to creditors when the basis of my fees was approved. The table below compares the anticipated costs against those incurred to date.

#### Category 1 expenses

These expenses do not require prior approval by creditors. The type of expenses that may be charged to a case as a Category 1 expense generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, external room hire and external storage costs.

Also chargeable, will be any properly reimbursed expenses incurred by personnel in connection with the case. These costs may include expenses which are payments first met by an office holder and then reimbursed from the estate.

Expense	Estimated overall cost £	Paid in Prior Period 09/09/2021-08/09/2022 £	Paid during the Period 09/08/2022-08/09/2023 £	Incurred but not paid to date
Specific Bond	150.00	150.00	0.00	0.00
Book Debt Collection Fees	2,738.25	0.00	1,199.49	Uncertain as recovery is ongoing
Agents Fees	500.00	500.00	0.00	0.00
Employee Costs	150.00	200.00	0.00	0.00
Legal Fees	0.00	0.00	1,079.00	0.00

#### Category 2 expenses

These expenses do require approval from creditors.

These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may therefore include payments to associates of the office holder or shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis.

Details of Category 2 expenses charged by this firm (where appropriate) were provided at the time the Joint Liquidators' fees were approved by creditors.

Expense	Estimated overall cost £	Total Paid £
Postage charges	198.00	0.00

## Charge-out rates

Clark Business Recovery Limited's current charge out rates are shown below.

Staff Grade	Charge-out rate £ per hour
Partner / Director	430 – 380
Other Senior Professionals	380
Case Manager	290
Cashier	250
Case Administrator / Assistant & Support Staff	220 – 150

*Please note that this firm records its time in minimum units of 6 minutes.*