

LIQ03

Notice of progress report in voluntary winding up



Companies House

TUESDAY



A7WQACVC

A05

08/01/2019

#94

COMPANIES HOUSE

1 Company details

Company number 0 7 3 8 2 3 2 7

Company name in full M & G Building Services Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Darren

Surname Edwards

3 Liquidator's address

Building name/number 40a Station Road

Street Upminster

Post town

County/Region Essex

Postcode R M 1 4 2 T R

Country

4 Liquidator's name

Full forename(s)

Surname

Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address

Building name/number

Street

Post town

County/Region

Postcode

Country

Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

From date	0	5	1	2	2	0	1	7
To date	0	4	1	2	2	0	1	8

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X *deu*

X

Signature date

^d0^d7 ^m0^m1 ^y2^y0^y1^y9

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.

Darren Edwards

Aspect Plus Limited

40a Station Road

Upminster

Essex

Postcode

R

M

1

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R

DX

0800 988 1897



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

Continuation page

Name and address of insolvency practitioner

✓ **What this form is for**
Use this continuation page to tell us about another insolvency practitioner where more than 2 are already jointly appointed. Attach this to the relevant form.●
Use extra copies to tell us of additional insolvency practitioners.

✗ **What this form is NOT for**
You can't use this continuation page to tell us about an appointment, resignation, removal or vacation of office.

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

All fields are mandatory unless specified or indicated by *

1 Appointment type

Tick to show the nature of the appointment:

- ☐ Administrator
- ☐ Administrative receiver
- ☐ Receiver
- ☐ Manager
- ☐ Nominee
- ☐ Supervisor
- ☐ Liquidator
- ☐ Provisional liquidator

● You can use this continuation page with the following forms:

- VAM1, VAM2, VAM3, VAM4, VAM6, VAM7
- CVA1, CVA3, CVA4
- AM02, AM03, AM04, AM05, AM06, AM07, AM08, AM09, AM10, AM12, AM13, AM14, AM19, AM20, AM21, AM22, AM23, AM24, AM25
- REC1, REC2, REC3
- LIQ02, LIQ03, LIQ05, LIQ13, LIQ14,
- WU07, WU15
- COM1, COM2, COM3, COM4
- NDISC

2 Insolvency practitioner's name

Full forename(s)

Surname

3 Insolvency practitioner's address

Building name/number

Street

Post town

County/Region

Postcode

Country

Our ref CVL100064

Your ref

7 January 2019



40a Station Road, Upminster, Essex, RM14 2TR

www.aspectplus.co.uk

info@aspectplus.co.uk

Tel: 01708 300170 Fax: 01708 202472

TO ALL KNOWN MEMBERS AND CREDITORS

Dear Sir / Madam,

M & G BUILDING SERVICES LIMITED - IN CREDITORS VOLUNTARY LIQUIDATION

Please find enclosed my annual progress report on the conduct of this Liquidation.

Opting out

A creditor may at any time elect to be an opted-out creditor. This will mean that no further documents or information will be sent to you, with the exception of:

- Notices of distributions to creditors; or
- If my contact details alter; or
- If the Insolvency Act 1986 or the Insolvency Rules 2016 requires that a document must be delivered to all creditors.

Should you wish to opt out of receiving further documents please complete the attached form
Should you have any queries, please contact Chris Towler at this office.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Darren Edwards', written over a horizontal line.

Darren Edwards

Liquidator of M & G Building Services Limited

Enc

Offices: Essex, Hertfordshire, Surrey

Registered Office: 40a Station Road, Upminster, Essex RM14 2TR Registered in England & Wales, No. 08975901

Board Directors: Darren Edwards, Gary Thompson, Tony Bayliss **Director:** Michael Wellard

Darren Edwards and Michael Wellard act as Insolvency Practitioners without personal liability and are licenced in the United Kingdom by the Association of Chartered Certified Accountants.

Tony Bayliss acts as an Insolvency Practitioner for individual insolvency appointments without personal liability and is licensed in the United Kingdom by the Insolvency Practitioners Association.

Please be advised that all office holders are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

Aspect Plus's privacy policy can be found at www.aspectplus.co.uk

OPTING OUT OF RECEIVING DOCUMENTS

The consequences of opting-out

As previously advised, most future documents will not be sent to creditors by post. Nevertheless, the Liquidator is required to inform creditors of their rights to opt out of receiving documents.

Creditors have the right to elect to opt out of receiving further documents about the Liquidation unless:

- (i) the Insolvency Act 1986 requires a document to be delivered to all creditors without expressly excluding opted-out creditors;
- (ii) it is a notice relating to a change in the office-holder or the office-holder's contact details; or
- (iii) it is a notice of a dividend or proposed dividend or a notice which the court orders to be sent to all creditors or all creditors of a particular category to which the creditor belongs.

Opting-out will not affect the creditor's entitlement to receive dividends should any be paid to creditors.

Unless the Insolvency (England & Wales) Rules 2016 provide to the contrary, opting-out will not affect any right the creditor may have to vote in a decision procedure or a participate in a deemed consent procedure in the proceedings although the creditor will not receive notice of it.

A creditor who opts out will be treated as having opted out in respect of any consecutive insolvency proceedings of a different kind in respect of the same company.

How to opt out

A creditor may at any time elect to be an opted-out creditor.

The creditor's election to opt out must be by a notice in writing authenticated and dated by the creditor.

The creditor must deliver the notice to the Liquidator (details below).

How to opt back in

The creditor may at any time revoke the election to opt out by a further notice in writing, authenticated and dated by the creditor and delivered to the Liquidator (details below).

Contact details

The Liquidator's contact details are as follows:

Names of Liquidator(s):	Darren Edwards
Address of Liquidator(s):	40a Station Road, Upminster, Essex, RM14 2TR
Email Address	chris@aspectplus.co.uk
Telephone Number	01708 300170

FORM TO OPT-OUT OF RECEIVING FURTHER CORRESPONDENCE

M & G BUILDING SERVICES LIMITED - IN LIQUIDATION

Date of Liquidation: 5 December 2017

Name of creditor:

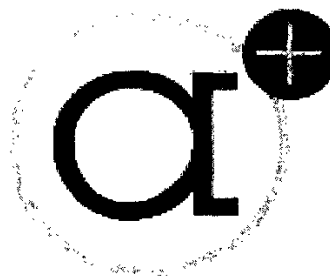
I/We confirm that we no longer wish to receive any further information or documents concerning the Liquidation of the Company.

Signed:

Date:

IN THE MATTER OF
M & G BUILDING SERVICES LIMITED - IN LIQUIDATION
AND
THE INSOLVENCY ACT 1986

THE LIQUIDATOR'S FIRST ANNUAL PROGRESS REPORT
PURSUANT TO SECTION 104A OF THE INSOLVENCY ACT 1986
FOR THE YEAR ENDED 4 DECEMBER 2018



Aspect Plus Limited
40a Station Road
Upminster
Essex
RM14 2TR

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M & G BUILDING SERVICES LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION
Annual Progress Report pursuant to Section 104A of the Insolvency Act 1986
7 January 2019

(a) Introduction

The Company was placed into Liquidation by a Special Resolution of the members followed by the Deemed Consent of creditors under the Insolvency Act 1986 and Insolvency Rules 2016, on 5 December 2017. This report provides an update on the progress in the Liquidation for the year ended 4 December 2018.

(b) Statutory Information

Company Name:	M & G Building Services Limited
Former Trading Name:	N/A
Registered Office:	40a Station Road, Upminster, Essex RM14 2TR
Former Registered Office:	Squire House 81/87 High Street Billericay Essex CM12 9AS
Company Number:	07382327
Trading Address:	16a Imperial House, 64 Willoughby House, London, N17 8SP

(c) Liquidator's name and address

Liquidator Name:	Darren Edwards
Liquidator Firm:	Aspect Plus Limited
Liquidator Address:	40a Station Road, Upminster, Essex RM14 2TR
Appointment Date:	05 December 2017

(d) Basis of Liquidator's remuneration

Pre-appointment costs

I advise that a fixed fee of £4,000.00 plus VAT and disbursements was agreed and paid prior to the Liquidation by Mr Martin Morgan, who is the Company's sole Director and shareholder.

This fee relates to the assistance given to the Director of the Company in circulating notice of the deemed consent decision process to creditors; and the preparation of the statement of affairs and Directors' report to creditors.

This fee represents a fair and reasonable reflection of the work that was carried out prior to appointment.

The disbursements paid were in respect of statutory advertising (£253.80), the specific bond required by Insolvency Practitioners Regulations (£20) and the cost of the software licence (£110) used for managing the Liquidation.

Basis of remuneration

Whilst I sought creditor approval of my fees by way of a resolution by correspondence, pursuant to Rule 18.20 and 15.3 of the Insolvency Rules 2016, no forms were returned, and as such, creditor approval of my fees were not received.

The Director's Statement of Affairs reflects that the Company is devoid of assets, and to date no assets have been realised. Consequently, I will not be seeking approval of my fees at this stage unless there are any assets realised with which to discharge them.



Aspect Plus Limited

I can advise that there has been a change in my charge-out rates during this appointment. In accordance with the provisions of Statement of Insolvency Practice 9 ("SIP 9"), a schedule of this firm's charge-out rates is attached at Appendix 3.

Staff allocation and the use of subcontractors

The general approach to this firm's 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, Manager, Senior Administrator and an Administrator. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and additional staff may be allocated to meet the demands of the case. We have not utilised the services of any subcontractors in this case.

(e) Liquidator's remuneration

This firm's time costs for the year under review are £3,653.50. This represents 22.80 hours at an average rate of £160.24 per hour. I attach at Appendix 2 a Time Analysis which provides details of the activity during the year, analysed by staff grade.

During the period under review, no remuneration has been drawn.

To view an explanatory note concerning Liquidators' remuneration issued by the Joint Insolvency Committee, please contact this office to arrange for a hard copy to be sent to you. Alternatively, you may view the guide to Liquidators' guide to fees online by copying the link below to your web browser:

<http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>

A copy of this firm's charge out rates and disbursement policy is attached at Appendix 3.

I can advise that R3, the Association of Business Recovery Professionals have a website for creditors which provides information to assist those creditors who are unfamiliar with the insolvency process. Please copy the following link in your web browser to access information: -

www.creditorinsolvencyguide.co.uk

Included in the work undertaken by me and my staff during the period under review is the following:-

- Dealing with creditors' enquiries both by correspondence and by telephone and noting their claims.
- Carrying out all necessary investigations, including the examination of the company's statutory books and books of accounts and records in order to enable me to prepare and submit a Liquidator's report on the conduct of the director pursuant to the requirements of the Company Directors Disqualification Act 1986.
- Corresponding with HM Revenue & Customs regarding pre-appoint VAT and PAYE position, completion of returns and provision of supporting information.
- Correspondence with the Company's bankers, National Westminster Bank Plc ("the Bank"), to include investigations regarding possible antecedent transactions relating to the period prior to my appointment.
- Dealing with my statutory obligations as part of the Liquidation.



- Ascertaining the position regarding the assets sold pre-appointment.
- Liaising with HM Revenue & Customs ("HMRC") regarding ongoing enquiries.
- Corresponding with pre-appointment insurers, AXA.
- Writing to Company's insurance brokers to elicit a refund of the premium inadvertently returned to them.
- Arranging meeting with HMRC for them to review the Company's books and records and address concerns raised.
- Addressing queries raised by HMRC following meeting and making necessary enquiries of the Director and Company accountant.

(f) Liquidator's expenses

My category 2 disbursements for the period 5 December 2017 to 4 December 2018 have not been calculated on the basis that no resolution was approved authorising recovery of the same.

Category 1 disbursements relate to specific expenditure directly referable to the Liquidation and paid to an independent third party, such as statutory advertising, storage costs and postage. We can advise that the sum of £253.80 has been incurred and was paid by the Director personally in respect of statutory advertising. This amount represented a disbursement charged pre-Liquidation.

We can advise that this firm utilises an IT system in which to maintain records and information regarding the Liquidation. A one-off fee of £110.00 per case is charged by the IT provider for the use of this software which has been incurred and was paid by the Director. This amount represented a disbursement charged pre-Liquidation.

In addition to the above, we are required to obtain a specific bond insurance, based on the level of expected realisations, as required by the Insolvency Practitioners Regulations 2005. This cost has been incurred in the sum of £20.00 and has been paid by the Director personally. This amount represented a disbursement charged pre-Liquidation.

(g) Other professional costs

No other professionals have been instructed in the Liquidation.

(h) Details of progress for the period under review

According to the Statement of Affairs lodged in these proceedings, the Company's abbreviated balance sheet as at 30 September 2016, reflected tangible assets comprising plant and machinery and motor vehicles with a net book value of £24,155.

However, with the decline in turnover in the months prior to Liquidation, the tangible assets were sold to an unconnected third party and the sale consideration was utilised by the Company.

A review of the company's books and records and an analysis of the bank statements has not revealed any invoice(s), sale and purchase agreement(s), chattel asset valuations or consideration commensurate to a sale. Consequently, further enquiries have been made of the Director in this regard.



In addition to the above, I sought to review the affairs of the Company in order to ascertain whether any realisations could be made or any matters that required further investigation.

Steps were also taken to liaise with the Director and the Company's bankers in this regard. From a review of Company records, it was established that there was an issue with regard to enquiries being undertaken by HMRC relating to the Company's trading activities, prior to Liquidation.

HMRC's enquires are currently ongoing and I am making further enquires with regard to the Company's activities in order to ascertain whether any recovery actions will be possible.

During the period under review, I contacted AXA in connection with the Company's pre-appointment insurance Policy and was advised that the Policy was on an annual basis, therefore the premium was collected by the Company's insurance broker and then paid to AXA net of their commission.

The last renewal premium (May 17) was £3,293.72 and this was settled to AXA at the end of May 17. Upon cancellation a refund was allowed, but at that time AXA were unaware that the Company was in Liquidation. The refund amount was £1,236.28 and this was remitted to the Company's broker at the end of January 2018.

I can advise that the Company's insurance Broker, Scott Blain Insurance have failed to reply to correspondence sent to them and I am continuing to pursue them for the refund.

In addition, I have undertaken my administrative functions in dealing with statutory obligations as part of the Liquidation.

A Receipts and Payments Account is attached at Appendix 1, which is further explained below. It should be noted that all figures in the Receipts and Payment Account are shown net of VAT.

Receipts

No receipts have been received during the period covered by this report.

Payments

No payments have been made during the period covered by this report.

(i) Details of any assets that remain to be realised and outstanding matters

Investigations into the sale of the Company's chattel assets have not been concluded and further enquiries are being made in this regard.

HMRC is continuing with its investigations and the Liquidator is assisting where possible. The outcome of their enquiries may result in potential recovery actions. Recoveries in this regard are presently uncertain.

The Liquidator is continuing to pursue the Company's insurance broker for the refund of the insurance premium.

Subject to the above and prior to finalising the Liquidation, the final tax position is to be confirmed and statutory matters concluded.



(j) Investigations

In accordance with the Company Directors Disqualification Act 1986 a return containing information on the conduct of the Director of the Company has been submitted to the Department for Business Innovation & Skills. As the information in the return is confidential, I am not able to disclose the contents.

During the Liquidation, the Liquidator 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.

The information gleaned from this process enabled the Liquidator to meet their statutory duty to submit a confidential report on the conduct of the Director to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

Following a review of the company's books and records and having undertaken an analysis of movements on the Company's bank account, I have been unable to identify receipts commensurate to the sale of the Company's chattel assets.

The sale requires further explanation and I have written to the Director and the Company's accountants requesting details of the same. HMRC's enquiries may also result in potential claims. I do not propose at this stage disclosing details of the same, as this may prejudice ongoing enquiries.

Although this work may 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.

(k) Creditors' rights to request information and their right to challenge the Liquidator's remuneration and expenses

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 Liquidator provides further information about his 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 the basis fixed for the Liquidator's remuneration, the remuneration charged or the expenses incurred by the Liquidator as set out in this progress report are excessive.

(l) Any other relevant information:

Prescribed Part

As Liquidator, I have a duty to advise whether the prescribed part applies in respect of the amount of funds available for unsecured creditors. This provision only applies where the Company has granted a floating charge to a secured creditor on or after 15 September 2003. I can advise that the Company has not granted any charges and therefore there is no prescribed part in this instance.

Secured creditors

There are no secured creditors.

Preferential creditors

The Liquidator has not received any preferential claims.

Unsecured creditors

Unsecured creditors' claims in the sum of £25,697.15 have been received and noted. Based on current information, it is unlikely that there will be a dividend payable to the unsecured creditors

(m) Next report

The administration of the Liquidation will currently be continuing in order to finalise investigations concerning the sale of the chattel assets, assist HMRC with its continued enquiries and pursue the Company's broker to recover the premium refund.

I am required to provide a further report on the progress of the Liquidation within two months of the end of the next anniversary of the Liquidation, unless I have concluded matters prior to this date and issued my final account.

COMPLAINTS

Every endeavour will be made to try to resolve any issues that may arise, however, if any matter is not dealt with to your satisfaction your complaint should be made to the Insolvency Service whose website address for complaints is <http://www.bis.gov.uk/insolvency/contact-us/IP-Complaints-Gateway>. Alternatively you may contact the Insolvency Service in writing, by email or by telephone as follows: -

By Email ip.complaints@insolvency.gsi.gov.uk

By Post The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds
LS11 9DA;

By telephone 0845 602 9848 - calls are charged at between 1p and 10.5p per minute
from a land line; for mobiles, between 12p and 41p per minute if you're
calling from the UK.



M & G BUILDING SERVICES LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION
Annual Progress Report pursuant to Section 104A of the Insolvency Act 1986
7 January 2019

I trust you will find this report adequate for your purposes but should you require any further information, please do not hesitate to contact in the first instance Chris Towler at this office.



Darren Edwards
Liquidator

Date: 7 January 2019



Aspect Plus Limited

APPENDIX 1

M & G Building Services Limited - In Creditors Voluntary Liquidation
Liquidator's Abstract of Receipts & Payments

From 05 December 2017 To 04 December 2018

S of A £	As Previously Reported	05/12/17 to 04/12/18	Total £
RECEIPTS			
NIL			
NIL	NIL	NIL	NIL
PAYMENTS			
NIL	NIL	NIL	NIL
0	NIL	NIL	(NIL)
0 CASH IN HAND	NIL	NIL	NIL



APPENDIX 2

Liquidator's Remuneration Schedule
M & G Building Services Limited
Between 05 December 2017 and 04 December 2018

Classification of work function	Partner/ Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost	Average Hourly Rate
Administration & Planning	0.00	0.40	1.30	12.30	14.00	2,140.00	152.86
Investigations	0.60	0.20	0.30	1.50	2.60	527.00	202.69
Realisation of Assets	0.00	0.00	0.00	0.20	0.20	30.00	150.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.30	0.00	1.00	4.70	6.00	956.50	159.42
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total hours	0.90	0.60	2.60	18.70	22.80		
Time costs	292.50	150.00	442.00	2,769.00		3,653.50	
Average hourly rate	325.00	250.00	170.00	148.07			160.24

Description	Total Incurred £	Total Recovered £
Statutory Advertising	253.80	253.80
INSOLV IT Software	110.00	110.00
Bordereau	20.00	20.00

Totals	383.80	383.80
---------------	---------------	---------------

Summary of Fees

Time spent in administering the Assignment	Hours	22.80
Total value of time spent to 04 December 2018	£	3,653.50
Total Liquidator's fees charged to 04 December 2018	£	0.00

Estimated Liquidator's Time Costs and disbursements

Charge-out rates

Work undertaken by staff is recorded in 6 minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. Details of charge-out rates effective from 1 January 2016 are as follows:

	Charge out rates from 1 January 2017	Charge out rates from 1 January 2018
Partners	£325	£400
Managers	£250	£300
Senior Administrators	£190	£240
Administrators	£150	£190
Junior Administrators	£90	£100

Expenses

Below is an outline of the expenses that may be incurred during the assignment.

Agents and Valuers	There will be a fixed fee for valuations from £150 to £1,000 plus VAT. Marketing will be on a percentage basis from 2% to 10%. Costs incurred will depend on the size and complexity of the assets to be realised
Debt collection Agents	It is anticipated that the agent will be paid a percentage of debtor realisations. This percentage will vary from approximately 5% to 25% depending upon the age and complexity of the debt
Solicitors	If Solicitors are instructed then this will normally be on a time costs basis which will be monitored by the office holder and disclosed to creditors in future progress reports. Where possible, "no win, no fee" type arrangements will be sought to minimise risk to the assignment.
ERA specialists	Time cost basis which would be monitored by the office holder and disclosed to creditors in future progress reports

Disbursements

Category 1 disbursements are payments to independent third parties where there is specific expenditure directly referable to the case. Specific approval from creditors to draw these expenses incurred is not required and the amount recharged to the case is the exact amount incurred.

Examples of Category 1 disbursements include postage, case advertising, specific bond insurance, company search fees, travel and properly reimbursed expenses incurred by personnel in connection with the case. Also included will be services specific to the case where these cannot practically be provided by Aspect Plus Limited, such as printing and room hire.

An indication of Category 1 disbursements is set out below: -

Insolv Case Management Fee (No VAT)	£110.00
Specific Bond (No VAT)	£20.00
Statutory Advertising (Exc. VAT)	£253.80
External Storage of Insolvency Practitioners working papers	£580.00

Category 2 disbursements are expenses that are directly referable to an insolvency assignment but not paid to an independent third party and include elements of shared or allocated costs incurred by Aspect Plus Limited and recharged to the estate. Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration. Examples of Category 2 disbursements are photocopying, all business mileage, internal room hire and internal storage.

Further information

To view an explanatory note concerning Office Holder's remuneration issued by the Joint Insolvency Committee, please contact this office to arrange for a hard copy to be sent to you. Alternatively, you may view a guide to fees online by copying the link below to your web browser:

<http://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>

M & G BUILDING SERVICES LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION
Annual Progress Report pursuant to Section 104A of the Insolvency Act 1986
4 January 2019

Appendix 4

Detailed list of work undertaken for M & G Building Services Limited in Creditors' Voluntary Liquidation for the review period 05/12/2017 to 04/12/2018

Below is detailed information about the tasks undertaken by the Liquidator.

General Description	Includes
Statutory and General Administration	
Statutory/advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Document maintenance/file review/checklist	Filing of documents Periodic file reviews 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
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
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	Identifying whether there is a pension scheme
Reports	Circulating initial report to creditors upon appointment
Investigations	
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 company's books and records Review of specific transactions and liaising with directors regarding certain transactions
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Assisting HMRC with its investigations
Realisation of Assets	
Other assets: motor vehicles, intangibles, intellectual property, VAT/corporation tax refunds, insurance claims	Liaising with Director regarding sale of the Company's tangible assets prior to Liquidation Liaising with insurance companies and broker to elicit premium refund
Insurance	Correspondence with insurer Reviewing insurance policies Correspondence with previous brokers
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend

