

LIQ03

Notice of progress report in voluntary winding up



Companies House

MONDAY



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08/07/2019

#142

COMPANIES HOUSE

1 Company details

Company number 0 7 4 0 6 2 3 1

Company name in full Encore Catalogue Group Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Jeremy

Surname Woodside

3 Liquidator's address

Building name/number 3 Hardman Street

Street

Post town

Manchester

County/Region

Postcode

M 3 3 H F

Country

4 Liquidator's name ①

Full forename(s) Lindsey J

Surname Cooper

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 3 Hardman Street

Street

Post town

Manchester

County/Region

Postcode

M 3 3 H F

Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

6	Period of progress report															
From date	d	0	d	8	m	0	m	6	y	2	y	0	y	1	y	8
To date	d	0	d	7	m	0	m	6	y	2	y	0	y	1	y	9

7	Progress report											
<input type="checkbox"/> The progress report is attached												

8	Sign and date															
Liquidator's signature	Signature X															
Signature date	d	0	d	5	m	0	m	7	y	2	y	0	y	1	y	9

LIQ03

Notice of progress report in voluntary winding up



Presenter information

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

Contact name	Liam Comiskey
Company name	RSM Restructuring Advisory LLP
Address	9th Floor
	3 Hardman Street
Post town	Manchester
County/Region	
Postcode	M 3 3 H F
Country	
DX	
Telephone	0161 830 4000



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

**Encore Catalogue Group Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £	From 08/06/2018 To 07/06/2019 £	From 08/06/2017 To 07/06/2019 £
	ASSET REALISATIONS	
	Bank Interest Gross	28.80
	Cash at Bank 1	9,212.90
7,200.00	Cash on Hand	NIL
		9,241.70
	COST OF REALISATIONS	
	Preparation of Statement of Affairs	500.00
		(500.00)
	PREFERENTIAL CREDITORS	
(662.75)	Employee Arrears/Hol Pay	NIL
		NIL
	UNSECURED CREDITORS	
(3,490.85)	Employees	NIL
(109,385.83)	HM Revenue and Customs	NIL
(31,510.87)	Trade & Expense Creditors	NIL
		NIL
	DISTRIBUTIONS	
(1.00)	Ordinary Shareholders	NIL
		NIL
(137,851.30)	18.70	8,741.70
	REPRESENTED BY	
	RBS CVL Account	8,741.70
		8,741.70

Jeremy Woodside
Joint Liquidator

In the matter of

**Encore Catalogue Group Limited In Liquidation
(‘the Company’)**

Joint Liquidators’ progress report

05 July 2019

**Jeremy Woodside and Lindsey J Cooper
Joint Liquidators**

**RSM Restructuring Advisory LLP
9th Floor
3 Hardman Street
Manchester
M3 3HF
Tel: 0161 830 4000
Email: restructuring.manchester@rsmuk.com**

Sections

1. Progress of the liquidation
1. Details of what remains to be done and matters preventing closure
2. Creditors' claims and dividend prospects
3. Receipts and payments summary
4. Joint Liquidators' remuneration and expenses
5. Notice of Qualifying Decision Procedure
6. Creditors' right to information and ability to challenge remuneration and expenses

Appendices

- A. Statutory information
- B. Dividend prospects
- C. Summary of receipts and payments
- D. RSM Restructuring Advisory LLP current charging, expenses and disbursements policy statement
- E. RSM Restructuring Advisory LLP Manchester current charge out and category 2 disbursement rates
- F. Statement of expenses incurred in the period from 08 June 2018 to 07 June 2019
- G. Joint Liquidators' time cost analysis for the period from 08 June 2018 to 07 June 2019
- H. Estimate of the Joint Liquidators' Fees Joint Liquidators' fee scope and assumptions
- I. Estimate of the Joint Liquidators' expenses likely to be incurred
- J. Notice of a Qualifying Decision Procedure
- K. Voting paper
- L. Invitation to form a committee & Committee consent to act
- M. Proof of debt form

This report has been prepared in accordance with relevant legislation to provide creditors, members and the registrar of companies with information relating to the progress of the liquidation in the period from 08 June 2018 to 07 June 2019. This report should be read in conjunction with any previous reports that have been issued, copies of which are available on request.

This report has been prepared solely to comply with the statutory requirements the relevant legislation. It has not been prepared for use in respect of any other purpose, or to inform any investment decision in relation to any debt or financial interest in the Company. Any estimated outcomes for creditors are illustrative and may be subject to significant change.

Neither the Joint Liquidators nor RSM Restructuring Advisory LLP accept any liability whatsoever arising from any decision or action taken or refrained from because of information contained in this report.

1 Progress of the liquidation

1.1 Realisation of assets

The Joint Liquidators are obliged to realise and get in the Company's property and maximise realisations. In some cases this does not result in sufficient realisations to enable a financial return to creditors, after taking into account the costs and expenses of realisation and dealing with the legislative requirements of administering the case. Details of the realisations made are set out below, with information relating to dividends, if any, contained within Appendix B.

1.2 Investigations

In accordance with our statutory obligations, we have filed the appropriate documentation in relation to the conduct of the directors.

We can advise you that, following our initial assessment, further investigations were undertaken in relation to potential transactions with directors. We confirm that these actions are currently ongoing and a further update will be provided to creditors in due course.

1.3 Case specific matters

The Joint Liquidators are continuing to investigate into certain pre appointment transactions with connected parties and a further update will be provided upon conclusion, together with details of any financial benefit to the creditors.

The Joint Liquidators have, without success, attempted to agree the basis and amount of their remuneration on a number of occasions within the period, each time incurring significant costs. Therefore, creditors are asked to vote on the attached voting form in respect of the Joint Liquidators' fees in order to avoid increased future costs in the Liquidation.

1.4 Administration and planning

Certain aspects of the work that the Joint Liquidators undertake are derived from the underlying legal and regulatory framework for cases of this nature. This work, which does not usually result in any direct financial return to creditors, is a necessary aspect of ensuring that the Joint Liquidators are complying with both their legislative and best practice responsibilities, and ensuring that the case is managed efficiently and effectively. It includes matters such as:

- Periodic case reviews, ongoing case planning and strategy
- Maintaining and updating computerised case management records
- Dealing with routine correspondence not attributable to other categories of work
- Ongoing consideration of ethical and anti-money laundering regulations
- General taxation matters, including seeking tax clearance from HMRC
- Preparation of receipts and payments accounts, maintenance of cashing records
- Preparing, reviewing and issuing final report to creditors and other parties
- Filing of final documentation at Companies House, Court and other relevant parties
- General administrative matters in relation to closing the case

2 Details of what remains to be done and matters preventing closure

2.1 Assets remaining to be realised

There are no assets remaining to be realised. However, investigations continue into pre appointment transactions which may result in further realisations being received.

2.2 Other outstanding matters

The Joint Liquidators are requesting that the basis and amount of their fees and expenses be authorised by the creditors.

3 Creditors' claims and dividend prospects

Dividend prospects and projected returns to creditors are attached, including any amount due to under the prescribed part, if any.

The Joint Liquidators are obliged to deal with a number of matters in relation to creditors to comply with both the legislative and best practice requirements and to ensure creditors are kept informed. Creditors will only derive an indirect financial return from this work on cases where a dividend has been paid. These matters include:

- Preparation and issue of progress reports and associated documentation;
- Maintenance of schedules of preferential and unsecured creditors' claims;
- Dealing with correspondence and telephone calls;
- Where necessary, consideration of creditors' claims; acceptance or rejection of claims and complying with legislative obligations in relation to adjudication of creditors' claims generally for voting and, if applicable, dividend purposes;
- Prescribed part

The 'Prescribed Part' is a statutory amount, calculated as a percentage of net floating charge realisations, which entitles unsecured creditors to a share of realisations. This is calculated on a sliding scale up to maximum of £600,000 before costs.

There are no creditors secured by charges over the assets and undertakings of the Company. There is therefore no requirement to estimate the amount of the prescribed part of the assets under Section 176A of the Insolvency Act 1986.

4 Receipts and payments summary

We attach a summary of our receipts and payments for the period from 08 June 2018 to 07 June 2019, along with cumulative figures where applicable.

VAT basis

Receipts and payments are shown net of VAT with any amount due to or from HM Revenue and Customs shown separately.

5 Joint Liquidators' remuneration and expenses

5.1 Pre-appointment fees and expenses

Joint Liquidators are seeking approval for their reasonable and necessary expenses for assisting the directors with the preparation of the statement of affairs and in seeking the creditors' nomination of Joint Liquidators through the deemed consent procedure. These have been incurred on a time cost basis, in accordance with the terms of our engagement. If approved, these fees will be paid from the assets realised in the Liquidation.

• Statement of Affairs' fee	£3,000
• Convening the statutory meeting of members	£2,000
• Administering the deemed consent procedure	£1,000

In addition, expenses of £7.23 were incurred in relation to mileage. These will be paid from the assets realised in the liquidation.

5.2 Authority for remuneration, disbursements and expenses

The Joint Liquidators are seeking approval for their post-appointment remuneration to be drawn on a time-cost basis in accordance with the attached estimate. Please therefore find attached:

- Detailed time cost analysis of time incurred in the period
- Statement of expenses incurred in the period from 08 June 2018 to 07 June 2019
- Joint Liquidators' fee estimate
- Estimate of expenses likely to be incurred

The Joint Liquidators' fee estimate has been prepared based on the assumptions stated thereon. Should these prove to be inaccurate, or the circumstances change, the Joint Liquidators may need to seek approval to increase their fees.

The Joint Liquidators' fee and expenses estimates referred to above have been prepared to incorporate the work that they anticipate will be done during the life of the appointment. The Joint Liquidators' do not anticipate that it will be necessary to seek approval from the creditors for an increase to their proposed fee, based on the information currently available.

Please note that the Joint Liquidators are required to carry out much of this work, for example issuing progress reports to creditors and undertaking investigations into directors' conduct, which is required by statute, but which will not necessarily result in a financial return to creditors. Other work will be determined by the particular circumstances of the appointment.

5.2.1 Remuneration and expenses incurred in the period from 08 June 2018 to 07 June 2019 and since appointment

Sums drawn, both in respect of the current period of the report, and since appointment, in accordance with the relevant approval(s) set out above, are detailed in the attached receipts and payments account.

The Joint Liquidators are required to report remuneration 'charged' in the period. This reflects the time charged to the case for any category of work where remuneration has been approved on a time cost basis. The Joint Liquidators can only draw remuneration based on time costs, that has been approved in accordance the fee estimate, as set out above.

The Joint Liquidators have incurred time costs of £10,035 in the current period. An analysis of time incurred in the period is attached. These costs have been incurred in relation to the continued investigations into the transactions with connected parties, together with the numerous requests for the basis of the Joint Liquidators' remuneration to be agreed.

Since the date of appointment, the Joint Liquidators have incurred time costs totalling £27,766. Of this, the full amount remains outstanding.

5.2.2 Request to approve remuneration

In accordance with the relevant legislation, we are requesting creditors to agree, by means of a postal vote, the basis upon which we are to be remunerated and may draw category 2 disbursements. The resolutions being sought are set out in the notice attached to this report, together with all other relevant documentation and guidance. Further information can be found at section 6 below.

A Creditors' Guide to Liquidators' Fees, which provides information for creditors in relation to the remuneration of a Liquidator, can be accessed at <http://rsm.insolvencypoint.com> under 'general information for creditors'. A hard copy can be requested from my office by telephone, email or in writing.

5.3 Expenses and disbursements

Attached are the Joint Liquidators' charging, expenses and disbursement policy statement, together with the current rates. Details of the expenses (including category 1 and category 2 disbursements) that the Joint Liquidators have incurred in the period of the report are attached.

Creditors are requested to approve the attached resolution in respect of category 2 disbursements.

6 Notice of Qualifying Decision Procedure

The Joint Liquidators are requesting creditors agree the basis upon which they are to be remunerated and may draw disbursements in accordance with the notice attached at Appendix J.

If so approved, the maximum amount that the Joint Liquidators will be able to draw in relation to their post-appointment fees will be £41,168 unless they obtain further approval.

Accordingly, you are requested to complete and return the enclosed Voting Paper together with a completed Proof of Debt form to RSM Restructuring Advisory LLP 9th Floor, 3 Hardman Street, Manchester, M3 3HF by no later than the decision date stated in the notice attached. Documents sent by fax are acceptable. If you have previously submitted a proof of debt form in these proceedings, there is no requirement to submit a further form unless your claim has changed.

7 Creditors' right to information and ability to challenge remuneration and expenses

In accordance with the relevant legislation creditors have a right to request further information about remuneration or expenses and to challenge such remuneration or expenses.

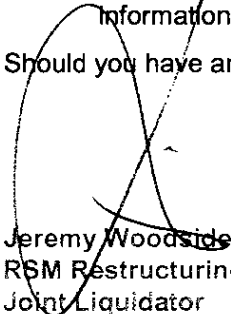
If you wish to make a request for further information, then it must be made within 21 days of receipt of this report in writing by either by (i) any secured creditor or (ii) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors.

Any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to court on the grounds that the remuneration charged, the basis fixed or expenses incurred by the liquidator are in all the circumstances excessive.

Any such challenge must be made no later than eight weeks after receipt of the report which first discloses the charging of remuneration or incurring of the expenses in question.

A Creditors' Guide to Liquidators' Fees, which provides information for creditors in relation to the remuneration of a Liquidator, can be accessed at <http://rsm.insolvencypoint.com> under 'general information for creditors'. A hard copy can be requested from my office by telephone, email or in writing.

Should you have any further queries please do not hesitate to contact me.


Jeremy Woodside
RSM Restructuring Advisory LLP
Joint Liquidator

Jeremy Woodside is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales
Linsey J Cooper is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales
Insolvency Practitioners are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment

Appendix A

Statutory information

Company information	
Company name:	Encore Catalogue Group Limited
Company number:	07406231
Date of incorporation:	13 October 2010
Trading name:	Encore Catalogue Group Limited
Trading address:	3 Hardman Street, Manchester, M3 3HF
Principal activity:	Catalogue
Registered office:	RSM Restructuring Advisory LLP, 9th Floor, 3 Hardman Street, Manchester, M3 3HF
Previous registered office:	2 Praed Road, Trafford Park, Manchester, M17 1PQ

Liquidation information		
Joint Liquidators:	Jeremy Woodside and Lindsey J Cooper	
Date of appointment:	08 June 2017	
Correspondence address & contact details of case manager:	Dave Shaw 0161 830 4064 RSM Restructuring Advisory LLP, 9th Floor, 3 Hardman Street, Manchester, M3 3HF	
Name, address & contact details of Joint Liquidator:	Primary Office Holder Jeremy Woodside MANCHESTER 3 Hardman Street, Manchester, M3 3HF 0161 830 4000 IP Number: 9515	Joint Office Holder: Lindsey J Cooper MANCHESTER 3 Hardman Street, Manchester, M3 3HF 0161 830 4000 IP Number: 008931

Appendix B

Dividend prospects

	Owed	Paid to date	Estimated future prospects
Secured creditor	N/A	N/A	N/A
Preferential creditors	£1,557	NIL	not known
Unsecured creditors	£186,847	NIL	not known
Estimated net property	N/A		
Estimated prescribed part available for unsecured creditors	N/A		

Any estimated outcome for creditors is illustrative and may be subject to change.

**Encore Catalogue Group Limited
In Liquidation
Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 08/06/2018 To 07/06/2019 £	From 08/06/2017 To 07/06/2019 £
	ASSET REALISATIONS		
	Bank Interest Gross	18.70	28.80
	Cash at Bank 1	NIL	9,212.90
7,200.00	Cash on Hand	NIL	NIL
		18.70	9,241.70
	COST OF REALISATIONS		
	Preparation of Statement of Affairs	NIL	500.00
		NIL	(500.00)
	PREFERENTIAL CREDITORS		
(662.75)	Employee Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(3,490.85)	Employees	NIL	NIL
(109,385.83)	HM Revenue and Customs	NIL	NIL
(31,510.87)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(137,851.30)		18.70	8,741.70
	REPRESENTED BY		
	RBS CVL Account		8,741.70
	Vat Control Account		
	VAT Inputs (Outputs)		100.00
	VAT Paid (Received)		(100.00)
			8,741.70

Appendix D

RSM Restructuring Advisory LLP current charging, expenses and disbursements policy statement

Charging policy

- Partners, directors, managers, administrators, cashiers, secretarial and support staff are allocated an hourly charge out rate which is reviewed from time to time.
- Work undertaken by cashiers, secretarial and support staff will be or has been charged for separately and such work will not or has not also been charged for as part of the hourly rates charged by partners, directors, managers and administrators.
- Time spent by partners and all staff in relation to the insolvency estate is charged to the estate.
- Time is recorded in 6-minute units at the rates prevailing at the time the work is done.
- The current charge rates for RSM Restructuring Advisory LLP Manchester are attached.
- Time billed is subject to Value Added Tax at the applicable rate, where appropriate.
- It is the office holder's policy to ensure that work undertaken is carried out by the appropriate grade of staff required for each task, having regard to its complexity and the skill and experience actually required to perform it.
- RSM Restructuring Advisory LLP's charge out rates are reviewed periodically.

Expenses and disbursements policy

- Only expenses and disbursements properly incurred in relation to an insolvency estate are re-charged to the insolvency estate.
- Expenses and disbursements which comprise external supplies of incidental services specifically identifiable to the insolvency estate require disclosure to the relevant approving party, but do not require approval of the relevant approving party prior to being drawn from the insolvency estate. These are known as 'category 1' disbursements.
- Expenses and disbursements which are not capable of precise identification and calculation (for example any which include an element of shared or allocated costs) or payments to outside parties that the firm or any associate has an interest, require the approval of the relevant approving party prior to being drawn from the insolvency estate. These are known as 'category 2' disbursements.
- A decision regarding the approval of category 2 disbursements at the rates prevailing at the time the cost is incurred to RSM Restructuring Advisory LLP Manchester will be sought from the relevant approving party in accordance with the legislative requirements.
- General office overheads are not re-charged to the insolvency estate as a disbursement.
- Any payments to outside parties in which the office holder or his firm or any associate has an interest will only be made with the approval of the relevant approving party.
- Expenses and disbursements re-charged to or incurred directly by an insolvency estate are subject to VAT at the applicable rate, where appropriate.

Appendix E

RSM Restructuring Advisory LLP Manchester current charge out and category 2 disbursement rates

Hourly charge out rates		
	Rates at commencement £	Current rates £
Partner	480	525
Directors / Associate Directors	330-450	365-495
Manager	230-315	240-350
Assistant Managers	225-230	225-240
Administrators	160-225	100-225
Support staff	195	195

Category 2 disbursement rates	
Subsistence	£25 per night (from 3 rd September 2013)
Travel (car)	42.5p per mile (from 1 April 2011)
'Tracker' searches	£10 per case

Appendix F

Statement of expenses incurred in the period from 08 June 2018 to 07 June 2019

Expenses (excluding category 2 disbursements) Type and purpose	Incurred in period	
	Paid £	Unpaid £
None	Nil	Nil
Sub Total	Nil	Nil
Category 2 disbursements		
Recipient, type and purpose		
None	Nil	Nil
Sub Total	Nil	Nil
Total	Nil	Nil

NOTE: This appendix may include estimated amounts where actual invoices have not been received. The amounts paid in the period are shown in the attached receipts and payments account. Invoices may have been paid in a period after that in which they were incurred.

Appendix G

Joint Liquidators' time cost analysis for the period from 08 June 2018 to 07 June 2019: &

Joint Liquidators' time cost analysis for the period 08 June 2017 to 07 June 2019 (Cumulative)

For the period 08/06/2018 to 07/06/2019

Period	Hours Spent	Partners	Directors / Associate Partners	Managers	Assistant Managers	Administrators	Assistants & Support Staff	Total Hours	Total Time Costs	Average Rates
From										
Jan 2003										
	Administration and Planning									
	Case Management	0.4	0.7	0.3	4.4	4.7	0.0	10.5	£ 2,387.50	227.38
	Director(s)/debtor/bankrupt	0.0	0.0	0.0	1.7	1.5	0.0	3.2	£ 565.50	176.72
	Post-appointment - general	0.0	0.0	0.0	0.0	0.0	0.2	0.2	£ 38.00	190.00
	Receipts and Payments	0.0	0.0	0.0	0.0	1.1	1.2	2.3	£ 411.00	178.70
	Total	0.4	0.7	0.3	6.1	7.3	1.4	16.2	£ 3,402.00	210.00
	Investigations									
	Investigations/CDOA	0.0	0.0	0.4	0.2	0.0	0.0	0.6	£ 182.00	303.33
	Total	0.0	0.0	0.4	0.2	0.0	0.0	0.6	£ 182.00	303.33
	Realisation of Assets									
	Assets - general/other	0.0	0.3	0.0	0.0	0.0	0.0	0.3	£ 139.50	465.00
	Total	0.0	0.3	0.0	0.0	0.0	0.0	0.3	£ 139.50	465.00
	Creditors									
	Other Creditor Meetings and Reports	0.3	0.3	0.0	18.4	3.4	0.6	23.0	£ 5,413.50	235.37
	Unsecured Creditors	0.0	0.2	0.0	3.1	0.4	0.0	3.7	£ 898.00	242.70
	Total	0.3	0.5	0.0	21.5	3.8	0.6	26.7	£ 6,311.50	236.39
	Total Hours (From Jan 2003)	0.7	1.5	0.7	27.8	11.1	2.0	43.8	£ 10,035.00	228.11
	Total Time Cost (From Jan 2003)	£ 357.50	£ 669.50	£ 234.50	£ 6,621.00	£ 1,772.50	£ 380.00	£ 10,035.00		
	Total Hours									
	Total Time Cost									
	Average Rates									
		510.71	446.33	335.00	238.17	159.88	190.00	228.11		

SIP9 Time Report - Level 2

Encore Catalogue Group Limited

1093121-700 ... Post Appointment CVL

For the period 01/01/2003 to 07/06/2019

Period	Hours Spent	Partners	Directors / Associate Directors	Managers	Assistant Managers	Administrators	Assistants & Support Staff	Total Hours	Total Time Costs	Average Rates
From Jan 2003										
	Administration and Planning									
	Appointment	0.1	0.0	0.0	5.7	2.5	0.0	8.3	£ 1,805.50	217.53
	Background Information	0.0	0.0	0.0	2.5	0.0	0.0	2.5	£ 562.50	225.00
	Case Management	0.9	2.7	0.3	14.7	8.1	0.0	26.7	£ 6,196.00	232.06
	Director(s)/debtor/bankrupt	0.0	0.0	0.0	1.7	1.5	0.0	3.2	£ 565.50	176.72
	Post-appointment - general	0.2	1.0	0.0	0.0	0.0	1.7	2.9	£ 784.00	270.34
	Receipts and Payments	0.0	0.3	0.0	0.3	9.2	5.1	14.9	£ 2,592.50	173.99
	Tax Matters	0.0	0.6	0.0	0.0	0.0	0.0	0.6	£ 219.00	365.00
	Total	1.2	4.6	0.3	24.9	21.3	6.8	59.1	£ 12,725.00	215.31
	Investigations									
	DTI/Official Receiver	0.0	0.0	0.0	5.2	0.0	0.0	5.2	£ 1,170.00	225.00
	Investigations/CDDA	0.0	1.0	0.4	0.6	0.8	0.0	2.8	£ 789.00	281.79
	Total	0.0	1.0	0.4	5.8	0.8	0.0	8.0	£ 1,959.00	244.88
	Realisation of Assets									
	Assets - general/other	0.0	0.3	0.0	0.2	1.3	0.0	1.8	£ 431.50	239.72
	Debtors & sales finance	0.2	0.7	0.3	6.9	0.0	0.0	8.1	£ 2,013.50	248.58
	Total	0.2	1.0	0.3	7.1	1.3	0.0	9.9	£ 2,445.00	246.97
	Creditors									
	1st creditors/shareholders meetings and reports	0.0	0.0	0.0	6.0	0.0	0.0	6.0	£ 1,350.00	225.00
	Employees	0.1	0.0	0.6	9.3	0.0	0.0	10.0	£ 2,337.00	233.70
	Other Creditor Meetings and Reports	0.3	0.3	0.0	18.4	3.6	1.2	23.8	£ 5,573.50	234.18
	Unsecured Creditors	0.0	0.4	0.0	4.6	0.9	0.0	5.9	£ 1,376.50	233.31
	Total	0.4	0.7	0.6	38.3	4.5	1.2	45.7	£ 10,637.00	232.76
	Total Hours (From Jan 2003)	1.8	7.3	1.6	76.1	27.9	8.0	122.7	£ 27,766.00	226.29
	Total Time Cost (From Jan 2003)	£ 885.50	£ 2,786.50	£ 512.00	£ 17,517.00	£ 4,545.00	£ 1,520.00	£ 27,766.00		
	Total Hours	1.8	7.3	1.6	76.1	27.9	8.0	122.7	£ 27,766.00	226.29
	Total Time Cost	£ 885.50	£ 2,786.50	£ 512.00	£ 17,517.00	£ 4,545.00	£ 1,520.00	£ 27,766.00		
	Average Rates	491.94	381.71	320.00	230.18	162.90	190.00	226.29		

		Budgeted hours						SCOPE	
		Partners	Directors / Associates / Directors	Managers	Assistant Managers	Administrators	Assistants / Support Staff	Other	Total Cost
Charge rate (average per hour)		£480	£460	£316	£220	£180	£108	£0	
Administration and planning									
Appointment documentation		0.10	-	-	0.70	2.50	-	-	£1,634
Background information		-	-	-	2.50	-	-	-	£575
Case Management		1.90	3.70	0.30	16.00	8.10	-	-	£7,891
Closures		1.00	1.00	-	2.00	10.00	-	-	£3,290
Director(s) / debtor / bankrupt		-	-	-	1.70	1.60	-	-	£678
Penalty Scheme (administration)		-	-	-	-	-	-	-	£0
Post-appointment general		0.20	1.00	-	-	1.70	-	-	£678
Pre-appointment matters		-	-	-	-	-	-	-	£0
Receipts & payments		-	0.30	-	0.30	0.20	0.20	-	£2,066
Statement of Affairs preparation		-	-	-	-	-	-	-	£0
Tax Matters		-	0.60	-	0.40	1.50	-	-	£647
		3.30	6.60	0.30	26.60	32.80	0.90	-	£18,798
Investigations									
DTI / Official Receiver		-	-	-	0.20	-	-	-	£1,196
Investigations / CDDA		0.50	2.50	0.40	0.00	0.30	-	-	£3,713
		0.50	2.50	0.40	14.20	0.30	-	-	£4,908
Realisation of assets									
Assets general - other		-	0.80	-	0.20	1.30	-	-	£668
Chattels		-	-	-	-	-	-	-	£0
Debtors & Sides Finance		0.20	0.70	0.30	0.90	-	-	-	£2,093
Hire purchase / leasing creditors		-	-	-	-	-	-	-	£0
Land & Property		-	-	-	-	-	-	-	£0
Retention of Title / Third party assets		-	-	-	-	-	-	-	£0
Sale of Business		-	-	-	-	-	-	-	£0
Stock & WIP		-	-	-	-	-	-	-	£0
		0.20	1.00	0.30	7.10	1.30	-	-	£2,791
		0.20	1.00	0.30	7.10	1.30	-	-	£2,791
Trading									
Trading		-	-	-	-	-	-	-	£0
		-	-	-	-	-	-	-	£0

Administration and planning

Work that must be carried out in order to comply with statutory requirements imposed by the insolvency legislation. This includes filing and advertising of appointment documents, filing of Statement of Affairs, handling of receipts and payments, submission of VAT and Corporation Tax returns, undertaking the reviews, case planning and strategy, dealing with redirected mail, convening any non-statutory meetings, dealing with the winding up of pension scheme(s), liaising with the Company's directors, case closure formalities. The budget assumes that that the Company's records are up to date, that no creditors' committee is appointed, and that the case can be concluded in 12 months.

Investigations

Collection and review of the Company's accounting records. In order to identify any potential or actual asset recoveries, antecedent transactions, transactions at undervalue or voidable dispositions. Reporting to the Department of Business Innovation and Skills on the conduct of the Company's directors. The budget assumes that the Office Holders' investigations uncover no material antecedent transactions which require legal advice or recovery action being undertaken. Consider whether to include reference to branch marking and reversing as appropriate.

Realisation of assets

Realisation of assets

Realisation of assets including reconciliation of bank account and book debt receipts. The budget assumes there will be no legal action required to realise the assets; the Office Holder receives full co-operation of directors and that no contentious matters will arise. The budget also assumes that there are no environmental and/or health and safety issues.

Trading

Creditors										Includes dealing with creditor queries. Also includes preparation of statutory formal reports to creditors. Fee estimate assumes claims will be agreed without any dispute, litigation or contentious matters arising and that the Company's records are complete and up to date.									
1st creditors / shareholders meeting & reports	-	-	-	-	5.00	-	-	-	-	8.00	-	-	-	-	-	-	-	-	£1,380
Committee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	£0
Defendant / Poisoned creditors	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	£0
Employees	0.10	-	-	0.00	9.30	-	-	-	-	-	-	-	-	-	-	-	-	-	£0
Other creditors meeting & reports	1.30	2.30	-	-	20.00	7.00	1.20	-	-	-	-	-	-	-	-	-	-	-	£2,370
Preferential creditors	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	£0
Secured creditors	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	£0
Unsecured creditors	-	0.40	-	-	5.00	0.00	-	-	-	-	-	-	-	-	-	-	-	-	£1,600
	1.40	2.70	0.00	0.00	46.00	8.00	1.20	-	-	-	-	-	-	-	-	-	-	-	£10,712
Case Specific Matters										Case Specific Matters									
Legal Matters	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	£0
Shareholders	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	£0
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	£0
Total Hours	5.30	13.40	1.00	-	96.00	43.40	8.10	-	-	-	-	-	-	-	-	-	-	-	108.00
Total time costs	£2,544	£6,030	£504	-	£22,264	£8,240	£1,580	£0	-	-	-	-	-	-	-	-	-	-	£41,108
Average hourly rate	£244																		
Total time costs for approval	£41,108																		

Appendix I

Estimate of the Joint Liquidators' expenses likely to be incurred

Expenses (excluding category 2 disbursements)		£
Type and purpose		
Bond		85.00
Statutory advertising		169.20
Website fee		8.00
	Sub Total	262.20
Category 2 disbursements		£
Recipient, type and purpose		
None		Nil
	Sub Total	Nil
	Total	262.20

Appendix J

Notice of Qualifying Decision Procedure

Encore Catalogue Group Limited In Liquidation

Company No: 07406231

Jeremy Woodside and Lindsey J Cooper appointed as Joint Liquidators to the above company on 08 June 2017

Notice delivered to the creditors on: 05 July 2019

Decision date: 31 July 2019

Notice Seeking Decision by a Qualifying Decision Procedure Pursuant to Section 246ZE of the Insolvency Act 1986 and

Rule 18.20 of the Insolvency (England and Wales) Rules 2016 where the Joint Liquidators request the creditors determine the Joint Liquidators' remuneration basis

and Rule 6.7 of the Insolvency (England and Wales) Rules 2016 where the Joint Liquidators request the creditors' approval of payment of the Joint Liquidators' unpaid pre-appointment costs and expenses.

Notice is hereby given to the creditors of the above named company seeking their decision on the following matters:

1. That in accordance with the fees proposal provided to creditors on 05 July 2010 the Joint Liquidators shall be authorised to draw remuneration based upon time costs limited to the sum of £41,168 (plus VAT).
2. That the Joint Liquidators shall be authorised to draw 'category 2' disbursements out of the assets as an expense of the liquidation, at the rates prevailing at the time the cost is incurred, current details of which have been advised.
3. That, RSM Restructuring Advisory LLP shall be paid the expenses reasonably and necessarily incurred in assisting the directors with the preparation of the statement of affairs and in seeking the creditors' nomination of liquidator through the deemed consent procedure out of the company's assets as an expense of the liquidation in accordance with insolvency legislation.
4. To appoint a Liquidation Committee to assist the Joint Liquidators (**Note: If you vote in favour of this resolution please ensure you nominate a representative**).

The decision is being sought by correspondence.

A voting form is attached, detailing the matters which require your decision, which should be completed and returned to me on or before the decision date.

Please note that to be able to vote you must have submitted a proof of debt form on or before the decision date, and that proof must have been admitted for the purposes of entitlement to vote.

CREDITORS who have OPTED OUT from receiving notices may nevertheless vote if the creditor provides a proof and voting form in accordance with the above provisions.

CREDITORS whose debts are treated as a SMALL DEBT in accordance with Rule 14.31(1) of the Insolvency (England and Wales) Rules 2016 must still deliver a proof if they wish to vote. Rule 14.31(1) states that Office Holders may treat a debt, which is a small debt according to the accounting records or the statement of affairs of the company, as if it were proved for the purposes of paying a dividend. Small debts are defined in Rule 14.1(3) as a debt (being the total amount owed to a creditor) which does not exceed £1,000).

The decisions on the matters above will be deemed to have been made at 23.59 hours on the decision date unless the threshold for requisitioning a physical meeting is met or exceeded within the requisite time scale.

A creditor who disagrees with the manner in which they are treated in relation to the above decision procedure may appeal to the Court within 21 days of the decision date.

Request for Physical Meeting

Creditors may request that a physical meeting of creditors should be held to consider the proposed decisions by providing written notice of their request (together with a completed proof of debt) on or before 12 July 2019 to:

Dave Shaw

RSM Restructuring Advisory LLP, 9th Floor, 3 Hardman Street, Manchester, M3 3HF

Tel: 0161 830 4000

Email: restructuring.manchester@rsmuk.com

A physical meeting will be held if requisitioned by either 10% in value of the company's creditors, or 10% in number of the company's creditors or 10 of the company's creditors (collectively 'the requisition threshold'). If the threshold is met or exceeded, the proposed decision procedure will be terminated (and the proposed decisions will not be deemed to have been made) and a physical meeting of creditors will then be held.

Establishment of committee

Unsecured creditors have the right to decide whether a liquidation committee should be established, if sufficient creditors are willing to be members of a committee. Specific nominations for committee membership will be sought by correspondence. Any queries should be communicated to this office by telephone, email or in writing. Guidance on acting as a committee member can be found at the R3 website, www.R3.org.uk. A hard copy can be requested by telephone, email or in writing to this office.

You may also wish to note that R3 have also produced guidance on the different insolvency processes, which can again be located at their website.

Name, address & contact details of Joint Liquidator

Primary Office Holder

Jeremy Woodside

RSM Restructuring Advisory LLP

3 Hardman Street, Manchester, M3 3HF

Tel: 0161 830 4000

Email: restructuring.manchester@rsmuk.com

IP Number: 9515

Joint Office Holder:

Lindsey J Cooper

RSM Restructuring Advisory LLP

3 Hardman Street, Manchester, M3 3HF

Tel: 0161 830 4000

Email: restructuring.manchester@rsmuk.com

IP Number: 008931

Dated: 05 July 2019

Jeremy Woodside

RSM Restructuring Advisory LLP

Joint Liquidator

NOTE: Please complete the enclosed proof of debt form and return it together with a detailed statement of your account, and voting form, and any other relevant documentation to DaveShaw, RSM Restructuring Advisory LLP, 9th Floor, 3 Hardman Street, Manchester, M3 3HF.

Appendix K

Voting paper

Encore Catalogue Group Limited In Liquidation

Company No: 07406231

Jeremy Woodside and Lindsey J Cooper appointed as Joint Liquidators to the above company on 08 June 2017

Notice delivered to the creditors on: 05 July 2019

Decision date: 31 July 2019

Voting Paper – Qualifying Decision Procedure pursuant to

Rule 18.20 of the Insolvency (England and Wales) Rules 2016 where the Joint Liquidators request the creditors determine the Joint Liquidators' remuneration basis

and Rule 6.7 of the Insolvency (England and Wales) Rules 2016 where the Joint Liquidators request the creditors approval of payment of the Joint Liquidators' unpaid pre-appointment costs and expenses.

If you wish your vote to be counted please ensure you return this form, duly completed together with a proof of debt form (if one has not already been submitted) and a detailed statement of your claim **on or before the decision date stated above**.

Voting instructions for decisions

* delete as applicable

1. That in accordance with the fees proposal provided to creditors on 05 July 2019 the Joint Liquidators shall be authorised to draw remuneration based upon time costs limited to the sum of £41,168 (plus VAT).	For / Against*
2. That the Joint Liquidators shall be authorised to draw 'category 2' disbursements out of the assets as an expense of the liquidation, at the rates prevailing at the time the cost is incurred current details of which have been advised.	For / Against*
3. That, RSM Restructuring Advisory LLP shall be paid the expenses reasonably and necessarily incurred in assisting the directors with the preparation of the statement of affairs and in seeking the creditors' nomination of liquidator through the deemed consent procedure out of the company's assets as an expense of the liquidation in accordance with insolvency legislation	For / Against*

4. To appoint a Liquidation Committee to assist the Joint Liquidators (**Note: If you vote in favour of this resolution please ensure you nominate a representative below**)

For / Against*

Name, address and contact details of nominated creditors (up to 5) for whom you wish to vote for appointment to the creditors' /liquidation committee of Encore Catalogue Group Limited. Note: each creditor must complete a consent to act form (see attached)

1.

2.

3.

4.

5.

*I/We confirm that *I am, am not / *we are, are not a connected party or associate of the company as defined by Sections 249 and 435 of the Insolvency Act 1986.

Name of creditor

Address of creditor

Signed: _____ Date: _____

Name in BLOCK LETTERS

Position of signatory in relation to creditor, if not the creditor

Rules: 3.39; 4.15; 6.19; 7.55 and 10.76 of the Insolvency (England and Wales) Rules 2016

**Encore Catalogue Group Limited In Liquidation
Company No: 07406231**

Jeremy Woodside and Lindsey Cooper appointed as Liquidators to the above company on 08 June 2017

Notice delivered to the creditors on: 05 July 2019

Notice to creditors and contributories inviting establishment of committee

Notice is hereby given that creditors are invited to decide whether a creditors' liquidation committee ('committee') should be established, provided that there are no fewer than three and no more than five creditors wishing to be represented on the committee. Nominations are invited for membership of any committee so established, such nominations to be received at 3 Hardman Street, Manchester M3 3HF no later than 31 July 2019. Nominations will only be accepted from creditors who have submitted a proof of debt which is not fully secured and has neither been disallowed for voting purposes nor wholly rejected for dividend purposes.

Please note that, in order for a creditors' committee to be formed, there must be at least three creditors wishing to be represented on the committee. There can be no more than five committee members.

Guidance on acting as a committee member can be found at the R3 website, www.R3.org.uk. A hard copy can be requested by telephone, email or in writing to this office.

You may also wish to note that R3 have also produced guidance on the different insolvency processes, which can again be located at their website.

Enclosed with this notice are a proof of debt form and a consent to act, both of which should be completed and returned to the above address by the date given above in order for your nomination to the committee to be considered further. If you have already submitted a proof of debt form you do not need to do so again.

Name, address & contact details of Joint Liquidators

Primary Office Holder

Jeremy Woodside
RSM Restructuring Advisory LLP
3 Hardman Street
Manchester M3 3HF
Tel: 0161 830 4000
Email: restructuring.manchester@rsmuk.com
IP Number: 9515

Joint Office Holder:

Lindsey Cooper
RSM Restructuring Advisory LLP
3 Hardman Street
Manchester M3 3HF
Tel: 0161 830 4000
Email: restructuring.manchester@rsmuk.com
IP Number: 008931

Dated: 05 July 2019


Jeremy Woodside
RSM Restructuring Advisory LLP
Joint Liquidator

NOTE: Please complete the enclosed proof of debt form and consent to act form and return them, to Dave Shaw, RSM Restructuring Advisory LLP 3 Hardman Street, Manchester M3 3HF.

Rule 17.5 of the Insolvency (England and Wales) Rules 2016

Encore Catalogue Group Limited In Liquidation
Company No: 07406231

Jeremy Woodside and Lindsey Cooper appointed as Liquidators to the above company on 08 June 2017 Liquidation committee consent to act

If you personally are a creditor, please complete only Part A of this form

If you represent a creditor (eg your employer), please complete only Part B

Part A

I hereby consent to act as a member of the Liquidation committee in respect of the Joint Liquidators of the above-named.

Your name:

Your address:

Telephone:

E-mail:

Please sign here:

Dated:

Part B

I am duly authorised by proxy to act as a representative of the below named company as its representative on the Liquidation committee in respect of the Joint Liquidators of the above-named, and hereby consent to do so.

Representative's name:

Creditor represented:

Representative's position in
relation to the creditor:

Representative's address:

Telephone:

E-mail:

Please sign here:

Dated:

Rule 14.4 Insolvency (England and Wales) Rules 2016**Proof of Debt****Encore Catalogue Group Limited In Liquidation****Company No: 07406231****Jeremy Woodside and Lindsey Cooper appointed as Liquidators to the above company on 08 June 2017****Relevant date for creditors' claims: 08 June 2017**

1	Name of creditor If a company please also give company registration number	
2	Address of creditor for correspondence.	
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the relevant date. Less any payments made after that date in relation to the claim, any deduction in respect of discounts and any adjustment by way of mutual dealings and set off in accordance with relevant legislation	£
4	Details of any documents by reference to which the debt can be substantiated. There is no need to attach them now unless the Joint Liquidator has requested it	
5	If amount in 3 above includes outstanding uncapitalised interest please state amount.	£
6	Particulars of how and when debt incurred If you need more space append a continuation sheet to this form	
7	Particulars of any security held, the value of the security, and the date it was given.	£ Date
8	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.	
	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Date	
	Position with or in relation to creditor	
	Address of person signing (if different from 2 above)	

Notes: