

LIQ03

Notice of progress report in voluntary winding up



Companies House

SATURDAY



A26 *A81CGUG2*
16/03/2019 #237
COMPANIES HOUSE

1 Company details

Company number 0 7 4 1 5 6 4 3

Company name in full Chigwell (Shepherds Bush) Ltd
formerly Floyd Construction & Development Ltd

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

2 Liquidator's name

Full forename(s) Andreas

Surname Arakapiotis

3 Liquidator's address

Building name/number Mountview Court

Street 1148 High Road

Post town Whetstone

County/Region London

Postcode N 2 0 0 R A

Country

4 Liquidator's name ①

Full forename(s)

Surname

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

5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

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

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d 1	^d 4	^m 0	^m 3	^y 2	^y 0	^y 1	^y 9
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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	Andreas Arakapiotis
Company name	Kallis & Company
Address	Mountview Court
	1148 High Road
Post town	Whetstone
County/Region	London
Postcode	N 2 0 0 R A
Country	
DX	
Telephone	020 8446 6699



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.



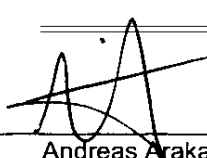
Further information

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

Chigwell (Shepherds Bush) Ltd formerly Floyd Construction & Development Ltd
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £	From 15/01/2018 To 14/01/2019 £	From 15/01/2016 To 14/01/2019 £
	ASSET REALISATIONS	
	VAT Refund	NIL 312.50
	Bank Interest Gross	0.47 0.70
3,000.00	Third Party Funds	NIL 3,000.00
	Legal Fees Refund	119.50 119.50
		<u>119.97 3,432.70</u>
	COST OF REALISATIONS	
	Specific Bond	17.60 17.60
	Preparation of S. of A.	NIL 2,500.00
	Office Holders Fees	512.73 512.73
	Office Holders Expenses	290.00 290.00
	Bank Charges	20.70 30.70
		<u>(841.03) (3,351.03)</u>
	UNSECURED CREDITORS	
(445,463.26)	Trade & Expense Creditors	NIL NIL
(3,000.00)	Directors	NIL NIL
		<u>NIL NIL</u>
	DISTRIBUTIONS	
(50,000.00)	Ordinary Shareholders	NIL NIL
		<u>NIL NIL</u>
(495,463.26)		(721.06) 81.67
	REPRESENTED BY	
	Bank 1 Current Interest Bearing	81.67
		81.67


 Andreas Arakapiotis
 Liquidator

**Chigwell (Shepherds Bush) Ltd formerly Floyd Construction & Development Ltd
IN CREDITORS' VOLUNTARY LIQUIDATION**

*LIQUIDATOR'S THIRD PROGRESS REPORT IN ACCORDANCE WITH RULE 18.3 OF THE
INSOLVENCY RULES 2016 FOR THE YEAR ENDING 14 JANUARY 2019.*

Contents:

- 1. Block Transfer Order*
- 2. Statutory Information*
- 3. Introduction*
- 4. Liquidator's Actions Since Appointment*
- 5. Receipts And Payments*
- 6. Assets*
- 7. Liabilities*
- 8. Dividend Prospects*
- 9. Investigation Into The Affairs Of The Company*
- 10. Pre-Appointment Remuneration*
- 11. Liquidator's Remuneration*
- 12. Liquidator's Expenses*
- 13. Further Information*
- 14. Summary*

Appendices:

- 1. Receipts & Payments Account for the period from 15 January 2018 to 14 January 2019 and the cumulative period from 15 January 2016 to 14 January 2019.*
- 2. A schedule of actions undertaken under each category in the reporting period*
- 3. A schedule of Liquidator's time costs incurred to date and for the period from 15 January 2018 to 14 January 2019 and the cumulative period from 15 January 2016 to 14 January 2019.*
- 4.*
- 5. An explanatory note which shows Kallis & Company's fee policy*
- 6. Proof of debt form*

Chigwell (Shepherds Bush) Ltd formerly Floyd Construction & Development Ltd – In Creditors' Voluntary Liquidation

LIQUIDATOR'S PROGRESS REPORT TO CREDITORS AND MEMBERS

For the year ending 14 January 2019

1. BLOCK TRANSFER ORDER

An application was made to court to transfer the appointments of Elizabeth Arakapiotis to me, Andreas Arakapiotis. This Order was made on 04 May 2018.

It is open to any creditor to apply to court for an order that I provide an account of the administration of the estate, including, a summary of receipts and payments and a statement that I have reconciled the account.

In the event that I am required to provide the information referred to above, unless there are good reasons to the contrary, the costs of complying will be paid as an expense of the liquidation.

Creditors have a right under regulation 11(2) of the Insolvency Regulations 1994 to require the appointed officeholder to supply a statement of receipts and payments free of charge.

As per the court order, Elizabeth Arakapiotis was released forthwith from all liabilities past, present or future in respect of any acts and or omissions in relation to her conduct as officeholder 21 days from the date of the advertisement in the London Gazette.

I can confirm that the advert was placed in the London Gazette within 14 days of receipt of the sealed order, being the 08 May 2018 and that the 21 day period has now passed with no objections.

2. STATUTORY INFORMATION

Company name:	Chigwell (Shepherds Bush) Ltd formerly Floyd Construction & Development Ltd
Registered office:	1148 High Road Whetstone London N20 0RA
Former registered office:	Unit 8, Hainault Business Park, Forest Road, Hainault, IG6 3JP
Registered number:	07415643
Liquidator's name:	Andreas Arakapiotis
Liquidator's address:	1148 High Road, Whetstone, London, N20 0RA
Liquidator's date of appointment:	4 May 2018
Former Liquidator's name:	Elizabeth Arakapiotis
Former Liquidator's address:	1148 High Road, Whetstone, London, N20 0RA

Former Liquidator's date of appointment: 14 January 2016

Date former liquidator ceased to act: 03 May 2018

3. INTRODUCTION

Chigwell (Shepherds Bush) Ltd ("the Company") was placed into liquidation by a Special Resolution of the members followed by a meeting of the creditors convened under Section 98 of the Insolvency Act 1986 on 15 January 2016. This report provides an update on the progress in the liquidation for the year ended 14 January 2019.

The Company's main trading activity was repairing and maintaining properties and traded from premises at Unit 8, Hainault Business Park, Forest Road, Hainault, IG6 3JP.

According to the statement of affairs lodged in these proceedings, the assets of the Company had an estimated realisable value of £3,000, and I can confirm that £3,432.70 has been realised to date. During the course of my administration, I have reviewed the Company's affairs to establish whether there were any potential undisclosed asset recoveries or conduct matters that justified further investigation. I have identified matters that require additional investigations as detailed below.

My report on the progress of the liquidation for the year ended 14 January 2019 follows, which should be read in conjunction with my previous correspondence with creditors.

4. LIQUIDATOR'S ACTIONS SINCE LAST REPORT

Since the last report, time was spent corresponding with Coldham Shield & Mace Solicitors LLP regarding a refund which has now been received. Moreover creditors were asked if they would provide funding for further investigations into the Company's affairs. No offers for such funding were received.

There is also certain work that I am required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the creditors.

A detailed list of the work undertaken since the last progress is contained in Appendix 2.

5. RECEIPTS AND PAYMENTS

The Receipts & Payments Account for the period from 15 January 2018 to 14 January 2019 and cumulative figures for the whole liquidation to 14 January 2019 is attached at Appendix 1.

As the Company was registered for VAT, all items are shown as net of VAT on the receipts & payments account, and the VAT was recovered for the benefit of the insolvent estate.

6. ASSETS

Third party funds

The sum disclosed as being third party funds represents the monies paid by the directors prior to my predecessor's appointment towards her fee for convening and organising the meeting of creditors and assisting with the preparation of the statement of affairs.

VAT Refund

£312.50 has been received in respect of a VAT Refund, however this was received in a previous reporting period.

Bank Interest

I would advise that all asset realisations within the liquidation are held within an interest bearing account. I can confirm that interest totalling £0.70 has been received to date, of which £0.47 was received in the period from 15 January 2018 to 14 January 2019.

Legal Fees Refund:

Although not anticipated in the statement of affairs, we realised £119.50 regarding legal fees from Coldham Shield & Mace Solicitors LLP. They contacted us to advise that they previously acted for the Company and in the process of closing their files noted that the amount of £119.50 was still in the Company's client account. We have now received this amount and no further realisations are anticipated in this regard.

7. LIABILITIES

Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has no current charges registered over its assets.

Preferential Creditors

The statement of affairs did not anticipate any preferential creditors. No claims have been received in this regard.

Non-preferential unsecured Creditors

The statement of affairs included 6 unsecured creditors with an estimated total liability of £448,463.26, of which none was owed to HMRC. I have received claims from 5 creditors at a total of £465,297.18, including HMRC's final claim of £500. To date I have not received claims from 2 creditors with original estimated claims in the statement of affairs of £13,011.45.

8. DIVIDEND PROSPECTS

On the basis of the current information, there are insufficient funds to enable the payment of a dividend to unsecured creditors.

9. INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

My predecessor undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved.

Within six months of my predecessor's appointment as Liquidator, she was required to submit a confidential report to the Secretary of State to include any matters which have come to her attention during the course of her work which may indicate that the conduct of any past or present Director would

make them unfit to be concerned with the management of the Company. I would confirm that her report has been submitted.

As aforementioned in previous reports, there are certain investigations that I have not been able to undertake due to the time and cost that would be involved, considering that there are no funds in this liquidation. With last year's report a final request was made to all creditors to come forward if they were willing to fund any further investigations. To date, no creditors came forward, therefore I will proceed with the closure of the liquidation.

10. PRE-APPOINTMENT REMUNERATION

The Board—previously authorised the payment of a fee of £2,500 for assistance with preparing the statement of affairs, producing and circulating the notices for the meetings of members and creditors prior to my predecessor's appointment at a meeting held on 15 January 2016. Of this £750 plus VAT was paid by Kallis & Co to Brian G Lonis Ltd for their assistance with preparing accounts in connection with the statement of affairs.

The fee for assistance with preparing the statement of affairs, producing and circulating the notices for the meetings of members and creditors was paid by the director.

11. LIQUIDATOR'S REMUNERATION

My predecessor's remuneration was approved on a time cost basis based on a fees estimate of £36,397.25. The fees estimate acts as a cap and I cannot draw remuneration in excess of that estimate without first seeking approval from the creditors. The total time costs to 14 January 2019 amount to £22,041.50, representing 135.50 of hours work at a blended charge out rate of £162.67 per hour, of which £2,997.50, representing 22.70 of hours work, was charged in the period from 15 January 2018 to 14 January 2019, at a blended charge out rate of £132.05 per hour. The actual blended charge out rate incurred compares with the estimated blended charge out rate of £224.47 in my fees estimate.

I have been able to draw £512.73 to date, all of which was drawn in the reporting period.

A schedule of actions undertaken for each category in the reporting period is attached herewith as Appendix 2.

I estimate that my total time costs will be in line with my initial estimate.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors Guide to Liquidators' Fees' also published by R3, together with an explanatory note which shows Kallis & Company's fee policy are available at the link <http://www.kallis.co.uk/downloads>. Please note that there are different versions of the Guidance Notes and in this case you should refer to the October 2015 version.

12. LIQUIDATOR'S EXPENSES

As per my receipts and payments account various expenses have been incurred and paid which are detailed below, together with expenses which have yet to be paid. Unpaid expenses will be written off due to lack of funds.

The disbursements listed are all Category 1 disbursements, with the exception of storage which is a Category 2 disbursement. My firm's disbursements recovery policy is attached as Appendix 4.

	<u>Period from 15/01/2018 to 14/01/2019</u>		<u>To date</u> <u>15/01/2016 to 14/01/2019</u>	
<u>Disbursement</u>	<u>Paid £</u>	<u>To be paid £</u>	<u>Paid £</u>	<u>To be paid £</u>
Specific Bond	17.60		17.60	
Office Holder's Expenses	290.00		290.00	
Postage		3.99		29.38
Bank Charges	20.70		20.70	

Amounts listed as Office Holder's Expenses relate to the following:

	<u>Period from 15/01/2018 to</u> <u>14/01/2019</u>	<u>Paid to date £</u>
Specific Bond	40.00	40.00
Statutory Advertising	250.00	250.00

Nature of expense	Estimated expenses £	Expenses incurred to date £
Specific Bond	40.00	57.60
Statutory Advertising	169.50	250.00
Postage	6.00	29.38
Storage	15.00	0.00
Bank Charges	-	30.70
Total	230.50	346.09

As at 14 January 2019 then, as you can see from the information provided in this report, the expenses incurred in this matter have exceeded the total expenses estimated when the remuneration was authorised by the creditors. This is due to higher statutory advertising, postage costs, specific bond and the bank charges that were not anticipated.

13. FURTHER INFORMATION

An unsecured creditor may, with the permission of the Court, or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question), request further details of the Liquidator's remuneration and expenses within 21 days of their receipt of this report. Any secured creditor may request the same details in the same time limit.

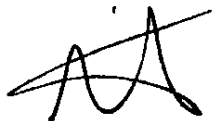
An unsecured creditor may, with the permission of the Court, or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question), apply to Court to challenge the amount of remuneration charged by the Liquidator as being excessive, and/or the basis of the Liquidator's remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

To comply with the Provision of Services Regulations, some general information about Kallis & Company can be found in the attached summary sheet at <http://www.kallis.co.uk/legal>.

14. SUMMARY

I am now in position to conclude the liquidation and a final report will be circulated to creditors within the next few weeks.

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Antonis Stylianou on 020 8446 6699, or by email at Antonis@kallis.co.uk.

A handwritten signature in black ink, appearing to be 'A. Arakapiotis', with a stylized, cursive script.

Andreas Arakapiotis
LIQUIDATOR

Appendix 2

1. Administration (Including Financials)

- Updating physical case files.
- Updating the case on the practice's electronic case management system and entering data.
- Dealing with all routine correspondence and emails relating to the case.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing annual progress reports to creditors and members.
- Filing returns at Companies House.

2. Financials:

- Maintaining and managing the office holder's estate bank account.
- Maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.

3. Creditors

- Maintaining up to date creditor information on the case management system.
- Seeking funding from creditors to undertake further investigations.

Liquidator's Summary of Receipts & Payments

81.67

Andreas Arakapiotis
Liquidator

Analysis of Liquidator's time costs for the period 15/01/2016 To 14/01/2019

Classification of Work Content

	Partner Hours	Senior Manager Hours	Manager Hours	Senior Hours	Support Hours	Total Hours	Total Cost (GBP)	Average Hourly Rate (GBP)
Administration & Planning								
AD1.1 - Case planning and review	9.50	0.00	0.80	39.80	38.50	88.60	14,231.00	160.62
AD1.2 - Ongoing administration matters	4.40	0.00	0.80	14.00	21.40	40.60	6,278.00	154.63
AD1.3 - Statutory notices & reporting	2.40	0.00	0.00	16.70	2.70	21.80	4,092.50	187.73
Financials								
AD2.1 - Completion and agreement of tax returns	2.70	0.00	0.00	9.10	14.40	26.20	3,860.50	147.35
AD2.2 - Banking and reconciliations	0.00	0.00	0.00	0.20	9.20	9.40	949.00	100.96
AD2.3 - Expense reviews and payments	0.00	0.00	0.00	0.00	0.80	0.80	80.00	100.00
Realisation of Assets								
AD3.3 - Book debt collection	0.00	0.00	0.00	0.00	4.90	4.90	484.00	98.78
AD3.4 - Identifying assets and recovery	0.00	0.00	0.00	0.20	3.50	3.70	385.00	104.05
Investigations								
AD4.1 - SIP 2 review & CDDA reports	0.00	0.00	0.00	0.30	0.70	1.00	122.50	122.50
AD4.2 - Inventory and record review	0.00	0.00	0.00	0.30	0.00	0.30	52.50	175.00
AD4.3 - Investigations - antecedent transactions/misconduct	0.00	0.00	0.00	0.00	0.70	0.70	70.00	100.00
Creditors								
AD5.1 - Communication with creditors	6.50	0.00	0.00	4.80	13.10	24.40	4,514.00	185.00
AD5.2 - Creditors' claims (including Employees' and other preferential creditors')	2.30	0.00	0.00	4.10	0.70	7.10	1,622.00	228.45
	1.30	0.00	0.00	0.00	12.40	13.70	1,682.00	122.77
	2.90	0.00	0.00	0.70	0.00	3.60	1,210.00	336.11
	2.60	0.00	0.00	4.00	5.50	12.10	2,225.00	183.88
	2.60	0.00	0.00	3.70	4.90	11.20	2,112.50	188.62
	0.00	0.00	0.00	0.30	0.60	0.90	112.50	125.00
Total Hours	18.60	0.00	0.80	49.10	67.00	135.50		162.67
Total Fees (GBP)	6,581.00	0.00	180.00	8,592.50	6,688.00		22,041.50	

Analysis of Liquidator's time costs for the period 15/01/2018 To 14/01/2019

Classification of Work Content	Partner Hours	Senior Manager Hours	Manager Hours	Senior Hours	Support Hours	Total Hours	Total Cost (GBP)	Average Hourly Rate (GBP)
Administration & Planning								
AD1.1 - Case planning and review	3.00	0.00	0.00	1.90	10.00	14.90	2,217.50	148.83
AD1.2 - Ongoing administration matters	1.00	0.00	0.00	1.20	4.40	6.60	945.00	143.18
AD1.3 - Statutory notices & reporting	0.00	0.00	0.00	0.00	0.30	0.30	30.00	100.00
Financials								
AD2.1 - Completion and agreement of tax returns	2.00	0.00	0.00	0.70	5.30	8.00	1,242.50	155.31
AD2.2 - Banking and reconciliations	0.00	0.00	0.00	0.00	4.10	4.10	410.00	100.00
AD2.3 - Expense reviews and payments	0.00	0.00	0.00	0.00	0.50	0.50	50.00	100.00
Realisation of Assets								
AD3.4 - Identifying assets and recovery	0.00	0.00	0.00	0.00	2.20	2.20	220.00	100.00
Creditors								
AD5.1 - Communication with creditors	0.00	0.00	0.00	0.00	1.40	1.40	140.00	100.00
	0.00	0.00	0.00	0.00	0.70	0.70	70.00	100.00
	0.00	0.00	0.00	0.00	3.00	3.00	300.00	100.00
	0.00	0.00	0.00	0.00	3.00	3.00	300.00	100.00
Total Hours	3.00	0.00	0.00	1.90	17.80	22.70		132.05
Total Fees (GBP)	885.00	0.00	0.00	332.50	1,780.00		2,997.50	

PRACTICE FEE RECOVERY POLICY FOR KALLIS & COMPANY

Introduction

The insolvency legislation was changed in October 2015, with one or two exceptions, for insolvency appointments made from that time. This sheet explains how we intend to apply the alternative fee bases allowed by the legislation when acting as office holder in insolvency appointments. The legislation allows different fee bases to be used for different tasks within the same appointment. The fee basis, or combination of bases, set for a particular appointment is/are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the Court.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. Details about how an office holder's fees may be approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed at www.kallis.co.uk. Alternatively a hard copy may be requested from Kallis & Company, Mountview Court, 1148 High Road, London N20 0RA. Please note, that we have provided further details in this policy document.

Once the basis of the office holder's remuneration has been approved, a periodic report will be provided to any committee and also to each creditor. The report will provide a breakdown of the remuneration drawn. If approval has been obtained for remuneration on a time costs basis, i.e. by reference to time properly spent by members of staff of the practice at our standard charge out rates, the time incurred will also be disclosed, whether drawn or not, together with the average, or "blended" rates of such costs. Under the legislation, any such report must disclose how creditors can seek further information and challenge the basis on which the fees are calculated and the level of fees drawn in the period of the report. Once the time to challenge the office holder's remuneration for the period reported on has elapsed, then that remuneration cannot subsequently be challenged.

Under some old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for fees to be challenged.

Time cost basis

When charging fees on a time costs basis we use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6 minute units with supporting narrative to explain the work undertaken.

Chargeout Rates

Grade of staff	Current charge-out rate per hour, effective from 01/10/2015	Previous charge-out rate per hour, effective from 01/10/2012	Previous charge-out rate per hour, effective from 01/10/2010
Partner – appointment taker	£340-375	£275-£335	£275-£320
Senior Manager	£285	£275	£275
Manager	£225	£170-£275	£170-£275
Senior/Case Administrator	£150-175	£90-£175	£90-£175
Support Staff	£85-100	£60-£85	£60-£85

Where necessary and appropriate, members of staff from other departments of the practice will undertake work on a case. They will be charged at their normal charge out rate for undertaking such work.

These charge-out rates charged are reviewed on periodic basis and are adjusted to take account of inflation and the firm's overheads.

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. The work is generally recorded under the following categories:

Administration and Planning; Financials; Investigations; Realisation of Assets; Creditors; Trading; Case specific matters.

In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and on new appointments we continue to seek time costs for the majority of our cases.

When we seek time costs approval we have to set out a fees estimate. That estimate acts as a cap on our time costs so that we cannot draw fees of more than the estimated time costs without further approval from those who approved our fees. When seeking approval for our fees, we will disclose the work that we intend to undertake, the hourly rates we intend to charge for each part of the work, and the time that we think each part of the work will take. We will summarise that information in an average or "blended" rate for all of the work being carried out within the estimate. We will also say whether we anticipate needing to seek approval to exceed the estimate and, if so, the reasons that we think that may be necessary.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If we subsequently need to seek authority to draw fees in excess of the estimate, we will say why we have exceeded, or are likely to exceed the estimate; any additional work undertaken, or proposed to be undertaken, the hourly rates proposed for each part of the work, and the time that the additional work is expected to take. As with the original estimate, we will say whether we anticipate needing further approval and, if so, why we think it may be necessary to seek further approval.

Percentage basis

The legislation allows fees to be charged on a percentage of the value of the property with which the office holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a percentage basis more often. A report accompanying any fee request will set out the potential assets in the case, the remuneration percentage proposed for any

realisations and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The percentage approved in respect of realisations will be charged against the assets realised, and where approval is obtained on a mixture of bases, any fixed fee and time costs will then be charged against the funds remaining in the liquidation after the realisation percentage has been deducted.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If the basis of remuneration has been approved on a percentage basis then an increase in the amount of the percentage applied can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the percentage applied. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

Fixed fee

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a fixed fee basis more often. A report accompanying any fee request will set out the set fee that we proposed to charge and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If the basis of remuneration has been approved on a fixed fee basis then an increase in the amount of the fixed fee can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the fixed fee. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

Members' voluntary liquidations and Voluntary Arrangements

The legislation changes that took effect from 1 October 2015 did not apply to members' voluntary liquidations (MVL), Company Voluntary Arrangements (CVA) or Individual Voluntary Arrangements (IVA). In MVLs, the company's members set the fee basis, often as a fixed fee. In CVAs and IVAs, the fee basis is set out in the proposals and creditors approve the fee basis when they approve the arrangement.

All bases

With the exception of Individual Voluntary Arrangements and Company Voluntary Arrangements which are VAT exempt, the officeholder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

Agent's Costs

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes.

Solicitors/Legal Advisors; Auctioneers/Valuers; Accountants; Quantity Surveyors; Estate Agents; Other Specialist Advisors.

In new appointments made after 1 October 2015, the office holder will provide details of expenses to be incurred, or likely to be incurred, when seeking fee approval. When reporting to the committee and creditors during the course of the insolvency appointment the actual expenses incurred will be compared with the original estimate provided.

Disbursements

In accordance with SIP 9 the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the estate or Kalls & Company, in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the estate. These disbursements are recoverable in full from the estate without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced by the third party. Examples of category 1 disbursements are statutory advertising, external meeting room hire, external storage, specific bond insurance and Company search fees.

Category 2 expenses are incurred by the firm and recharged to the estate, they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of category 2 disbursements are photocopying, internal room hire, internal storage and mileage.

It is proposed that the following Category 2 disbursements are recovered

Room Hire	£50 per hour
Mileage	40p per mile
Storage	£15 per box per annum
Destruction Costs	£5.50 per box