

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

SATURDAY



\*A9WRREW0\*

A25

23/01/2021

#277

COMPANIES HOUSE

please  
et  
house

### 1 Company details

Company number 0 7 4 7 6 8 1 3

Company name in full DCZ Consulting Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Brian

Surname Burke

### 3 Liquidator's address

Building name/number 3rd Floor

Street 37 Frederick Place

Post town Brighton

County/Region Sussex

Postcode B N 1 4 E A

Country

### 4 Liquidator's name ①

Full forename(s) Maxine

Surname Reid-Roberts

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number 3rd Floor

Street 37 Frederick Place

Post town Brighton

County/Region Sussex

Postcode B N 1 4 E A

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	<sup>d</sup> 2	<sup>d</sup> 8	<sup>m</sup> 1	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 1	<sup>y</sup> 9
To date	<sup>d</sup> 2	<sup>d</sup> 7	<sup>m</sup> 1	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 0


**7** Progress report

☒ The progress report is attached

**8** Sign and date

Liquidator's signature

Signature

X 

X

Signature date

<sup>d</sup> 2	<sup>d</sup> 1	<sup>m</sup> 0	<sup>m</sup> 1	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 1
----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------

**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 **Brian Burke**

Company name **Quantuma Advisory Limited**

Address **3rd Floor**

**37 Frederick Place**

Post town **Brighton**

County/Region **Sussex**

Postcode **B N 1 4 E A**

Country

DX

Telephone **01273 322400**

**Checklist**

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.

**Important information**

**All information on this form will appear on the public record.**

**Where to send**

**You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:**

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

**Further information**

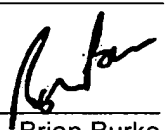
For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**



**DCZ Consulting Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 28/11/2019 To 27/11/2020 £	From 28/11/2019 To 27/11/2020 £
	ASSET REALISATIONS		
33,650.55	Directors' Loan Account	15,725.00	15,725.00
		15,725.00	15,725.00
	COST OF REALISATIONS		
	Office Holders Fees	9,080.75	9,080.75
	Photocopying	3.50	3.50
	Postage	4.27	4.27
	Pre-Appt disbursements	65.39	65.39
	Preparation of S. of A.	3,000.00	3,000.00
	Specific Bond	135.00	135.00
	Stationery	7.00	7.00
	Statutory Advertising	253.50	253.50
		(12,549.41)	(12,549.41)
	UNSECURED CREDITORS		
(7,614.10)	Banks/Institutions	NIL	NIL
(14,445.46)	HM Revenue and Customs - Corporati	NIL	NIL
(10,439.69)	HM Revenue and Customs - VAT	NIL	NIL
(4,044.16)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(2,992.86)		3,175.59	3,175.59
	REPRESENTED BY		
	Bank 1 Current		665.72
	Vat Receivable		2,509.87
			3,175.59

  
 Brian Burke  
 Joint Liquidator

**DCZ CONSULTING LIMITED  
(IN CREDITORS' VOLUNTARY LIQUIDATION)**

**THE JOINT LIQUIDATORS' PROGRESS REPORT**

**21 JANUARY 2021**

This report has been prepared for the sole purpose of updating the members and creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by members and creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

Brian Burke and Maxine Reid-Roberts of Quantuma Advisory Limited, 3rd Floor, 37 Frederick Place, Brighton, Sussex, BN1 4EA, were appointed Joint Liquidators of DCZ Consulting Limited on 28 November 2019.

Brian Burke is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association and Maxine Reid-Roberts is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales.



## **CONTENTS**

<b>1</b>	<b>INTRODUCTION</b>
<b>2</b>	<b>THE PROGRESS OF THE LIQUIDATION</b>
<b>3</b>	<b>CREDITORS: CLAIMS AND DISTRIBUTIONS</b>
<b>4</b>	<b>OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS</b>
<b>5</b>	<b>ETHICS</b>
<b>6</b>	<b>THE JOINT LIQUIDATORS' FEES AND EXPENSES</b>

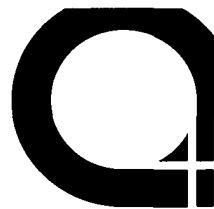
## **APPENDICES**

<b>Appendix 1</b>	<b>Statutory Information</b>
<b>Appendix 2</b>	<b>The Joint Liquidators' receipts and payments account as at 27 November 2020</b>
<b>Appendix 3</b>	<b>Schedule of Joint Liquidators' time costs</b>
<b>Appendix 4</b>	<b>Detailed narrative list of work undertaken by the Joint Liquidators during the Review Period</b>
<b>Appendix 5</b>	<b>Proof of Debt</b>

## **ABBREVIATIONS**

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	Brian Burke and Maxine Reid-Roberts of Quantuma Advisory Limited
"the Company"	DCZ Consulting Limited (In Creditors Liquidation)
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 28 November 2019 to 27 November 2020



## 1. INTRODUCTION

### Introduction

This report has been prepared to provide members and creditors with an update on the progress of the Liquidation of the Company since our appointment as Joint Liquidators on 28 November 2019.

A schedule of statutory information in respect of the Company is attached at **Appendix 1**.

### Details of the appointment of the Joint Liquidators

Brian Burke and Maxine Reid-Roberts of Quantuma Advisory Limited were appointed Joint Liquidators of the Company on 28 November 2019.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

## 2. THE PROGRESS OF THE LIQUIDATION

### The Joint Liquidators' receipts and payments account

Attached at **Appendix 2** is a receipts and payments account covering the Review Period.

The rest of this report describes the key developments in the Liquidation over the Review Period.

We have summarised the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

### VAT Basis

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately. All VAT has now been reclaimed.

### Administrative, Statutory & Regulatory Tasks

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Informing all relevant persons of the commencement of the Liquidation, including filing statutory documents at Companies House and meeting statutory advertising requirements;
- Drafting and issuing the progress report to creditors;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining electronic case files, which must include records to show and explain the Liquidation and any decisions made by the Joint Liquidators that materially affect the Liquidation;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with the statutory requirements;



- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
- Completing periodic tax returns.
- Preparing a report on the conduct of the directors as required by the Company Directors Disqualification Act.

#### **Realisation of assets**

##### **Directors' Loan Account**

Following a review of the Directors' loan accounts "DLA" with the Company accountant, it was established that the total sum of £33,650.55 was due from the Director to the Company.

The Joint Liquidator engaged in correspondence with the Director for proposals for settlement of the sum due. The Director was unable to make immediate full payment and a staged settlement was agreed whereby the Director would make repayments over 12 months with an initial lump sum payment of £15,500, followed by 10 monthly payments of £225 and a final payment of £12,500 in month 12. The agreed amount to be repaid totals £30,250 representing a modest compromise for timely settlement of the debt due.

As at the date of the anniversary, £15,725 has been received, which is in line with the agreement. A further monthly payment of £225 has also been made, though this is not currently shown on the receipts and payments account.

The remaining DLA of £14,300 is expected to be received by 30 September 2021.

##### **Estimated future realisations**

##### **Directors' Loan Account**

As outlined above, the remaining DLA balance of £14,300 is expected to be received by 30 September 2021.

##### **Payments**

The sum of £403.27 has been paid in relation to statutory advertising, specific bond, postage, photocopying and stationery.

The additional sum of £65.39 has been paid in relation to pre-appointment disbursements.

##### **Costs incurred but remaining unpaid**

During the Review Period, the Joint Liquidators have incurred time costs, not all of which have yet been discharged. Further details of these costs are set out below.

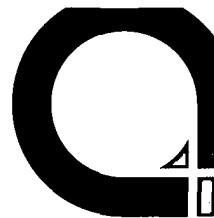
### **3. CREDITORS: CLAIMS AND DISTRIBUTIONS**

#### **Secured creditors / Prescribed Part**

The prescribed part only applies where the company has granted a floating charge to a creditor after 15 September 2003. Where a floating charge over the company's assets has been given a prescribed amount of the company's net property after paying the preferential creditors must be made available to the unsecured creditors and the basis of this calculation is detailed below:-

- 50% of the first £10,000 of the net property; and





- 20% of the remaining net property up to a maximum of £600,000.

The Company has not granted a floating charge to any creditor and consequently there will be no prescribed part.

#### **Preferential creditors**

There are no known preferential creditors in the Liquidation.

#### **Unsecured creditors**

Unsecured claims were estimated at £36,543.41 in the Director's Estimated Statement of Affairs and, to date, two claims have been received totalling £7,585.57.

A dividend to unsecured creditors is expected. The quantum of any distribution will be dependent on the final costs and the level of agreed claims but I currently anticipate that the dividend will likely be in the range of 20-28p in the £.

#### **Claims process**

Due to the possible distribution to unsecured creditors, you are requested to submit claims to the address on the front of this report, marked for the attention of Edward Allingham.

A Proof of Debt form is attached at **Appendix 5**.

### **4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS**

#### **Investigations**

During the Review Period, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the director(s) (and senior employees) by means of questionnaires (and interviews); 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.

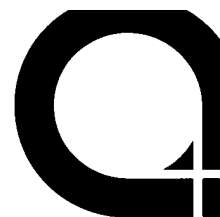
The directors provided the books and records and a completed questionnaire as well as a Statement of Affairs.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service.

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.

This initial assessment has been completed and the Joint Liquidators did not identify any further assets or actions, which might lead to a recovery for creditors.

Although this work did not generate any financial benefit to creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.



## **EU Regulations (Whether Proceedings Are Main Proceedings or Territorial)**

The Company's centre of main interest was in the UK as their registered office address was 100 Church Street, Brighton, East Sussex, BN1 1UJ and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

### **Further Information**

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>.

Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about Quantuma Advisory Limited, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information>.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk>.

### **General Data Protection Regulation**

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link <http://www.quantuma.com/legal-notice>.

## **5. ETHICS**

Please also be advised that Joint Liquidator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

### **General ethical considerations**

Prior to the Joint Liquidator's appointment, a review of ethical issues was undertaken and no ethical threats were identified. A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Review Period.

## **6. THE JOINT LIQUIDATORS' FEES AND EXPENSES**

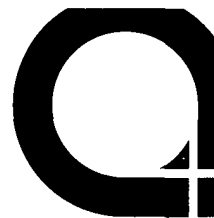
A copy of 'A Creditors Guide to Liquidators' Fees' effective from 6 April 2017 together with the firm's current schedule of charge-out rates and chargeable disbursements may be found at <https://www.quantuma.com/guide/creditors-guide-fees>.

A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

### **Pre-Appointment Costs**

The creditors authorised the fee of £3,500 plus VAT for assisting the directors with placing the Company in Creditors Liquidation and with preparing the Statement of Affairs on 26 November 2019.

However, the Joint Liquidators have agreed to cap their costs at £3,000 plus VAT in respect of allowable costs.



The fee was paid from first realisations on appointment and is shown in the enclosed receipts and payments account at **Appendix 2**.

### Joint Liquidators' Remuneration

The basis of the Joint Liquidators' fees were fixed on 15 January 2020 by postal resolutions considered and approved by creditors on 15 January 2020 as follows:

"That the Joint Liquidators fees be fixed by reference to the time given by them and their staff in attending to matters arising in the Liquidation, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken".

In accordance with this resolution, fees totalling £9,080.75 plus VAT have been drawn.

We believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon us as Joint Liquidators.

### Comparison of estimates

The Joint Liquidators' time costs incurred to date (whether or not they have been charged to the Liquidation estate) are compared with the original fees estimate and the actual time costs incurred to date. The fee estimate covered the whole period of the liquidation.

For a detailed schedule of work undertaken by the Joint Liquidators during the Review Period, see **Appendix 3**. A detailed narrative list of the work undertaken during the Review Period is provided at **Appendix 4**.

Work category	Original fees estimate			Actual time costs incurred during the Review Period		
	No. of hours	Blended hourly rate £ per hour	Total fees £	No. of hours	Average hourly rate £ per hour	Total time costs £
Administration and Planning	17.50	326.43	5,712.50	21.20	195.12	4,136.50
Creditors	11.50	321.74	3,700.00	5.50	169.55	932.50
Investigations	5.00	330.50	1,652.50	2.25	234.11	526.75
Realisation of Assets	5.00	330.25	1,651.25	13.40	309.78	4,151.00
Trading						
Cashiering	2.50	174.00	435.00	6.00	138.00	828.00
Closing Procedures	4.00	330.31	1,321.25	-	-	-
<b>TOTAL</b>	<b>45.50</b>	<b>318.08</b>	<b>14,472.50</b>	<b>48.35</b>	<b>218.71</b>	<b>10,574.75</b>





The expenses incurred to date are compared with the original expenses estimate as follows:

<b>Expenses</b>	<b>Original expenses estimate £</b>	<b>Actual expenses incurred in the Review Period £</b>
Advertising	338.00	253.50
Bonding	135.00	135.00
Postage	100.00	4.27
Storage	200.00	-
<b>Category 2 expenses</b>		
Photocopying	100.00	3.50
Stationery	100.00	7.00
<b>TOTAL</b>	<b>973.00</b>	<b>403.27</b>

The bases on which the expenses defined as Category 2 disbursements are calculated are explained in Quantuma Advisory Limited current schedule of charge-out rates and chargeable disbursements referred to above. Creditors approved the payment of Category 2 disbursements on these bases on 15 January 2020.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that:

- the original fees estimate is unlikely to be exceeded; and
- the original expenses estimate is unlikely to be exceeded.

I do not anticipate having to obtain approval for a further increase in my fees estimate at this time.

#### **Creditors' right to request information**

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request in writing the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

#### **Creditors' right to challenge remuneration and/or expenses**

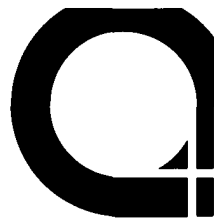
Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

#### **Future of the Liquidation**

Once the Director's loan account has been settled, the Joint Liquidators will review the position in respect of a potential distribution to unsecured creditors.



Should you have any queries in regard to any of the above please do not hesitate to contact Edward Allingham on 01273 322415 or by e-mail at [Edward.Allingham@Quantuma.com](mailto:Edward.Allingham@Quantuma.com).

**Brian Burke**  
**Joint Liquidator**

**DCZ Consulting Limited  
(IN CREDITORS' VOLUNTARY LIQUIDATION)****STATUTORY INFORMATION**

Company Name	DCZ Consulting Limited
Trading Address	N/A
Proceedings	In Creditors Liquidation
Date of Appointment	28 November 2019
Joint Liquidators	Brian Burke Maxine Reid-Roberts Quantuma Advisory Limited 3rd Floor, 37 Frederick Place, Brighton, Sussex BN1 4EA
Registered office Address	c/o Quantuma Advisory Limited 3rd Floor, 37 Frederick Place, Brighton, Sussex BN1 4EA
Company Number	07476813
Incorporation Date	22 December 2010

**DCZ Consulting Limited  
(IN CREDITORS' VOLUNTARY LIQUIDATION)**

**THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 27 NOVEMBER 2020**

**DCZ Consulting Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**  
**To 27/11/2020**

S of A £		£	£
	<b>ASSET REALISATIONS</b>		
33,650.55	Directors' Loan Account	15,725.00	15,725.00
	<b>COST OF REALISATIONS</b>		
	Specific Bond	135.00	
	Preparation of S. of A.	3,000.00	
	Pre-Appt disbursements	65.39	
	Office Holders Fees	9,080.75	
	Photocopying	3.50	
	Stationery	7.00	
	Postage	4.27	
	Statutory Advertising	253.50	(12,549.41)
	<b>UNSECURED CREDITORS</b>		
(4,044.16)	Trade & Expense Creditors	NIL	
(7,614.10)	Banks/Institutions	NIL	
(14,445.46)	HM Revenue and Customs – Corporation Tax	NIL	
(10,439.69)	HM Revenue and Customs - VAT	NIL	NIL
	<b>DISTRIBUTIONS</b>		
(100.00)	Ordinary Shareholders	NIL	NIL
<b>(2,992.86)</b>			<b>3,175.59</b>
	<b>REPRESENTED BY</b>		
	Vat Receivable		2,509.87
	Bank 1 Current		665.72
			<b>3,175.59</b>



Brian Burke  
Joint Liquidator



**Appendix 3**

**DCZ Consulting Limited  
(IN CREDITORS' VOLUNTARY LIQUIDATION)**

**SCHEDULE OF THE JOINT LIQUIDATORS' TIME COSTS DURING THE REVIEW PERIOD**

Time Entry - Detailed SIP9 Time & Cost Summary

6005307 - DCZ Consulting Limited  
From: 28/11/2019 To: 27/11/2020  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100A : Initial Statutory & General Notifications & Filing	0.20	0.30	3.60	0.00	4.10	724.50	176.71
101A : Bonding	0.00	0.00	0.20	0.00	0.20	32.00	160.00
103 : IPS Case / File set up/ Filing	0.00	0.00	0.70	0.00	0.70	119.50	170.71
104 : General Administration	0.00	0.80	6.80	1.60	9.20	1,732.50	188.32
105 : Case strategy / Review	0.50	1.30	3.90	1.00	6.70	1,462.00	218.21
106 : VAT & CT matters and returns	0.00	0.10	0.20	0.00	0.30	66.00	220.00
Admin & Planning	0.70	2.50	15.40	2.60	21.20	4,136.50	195.12
600 : Cashiering	0.00	0.00	0.30	5.70	6.00	828.00	138.00
Cashiering	0.00	0.00	0.30	5.70	6.00	828.00	138.00
203 : Creditor correspondence / Call	0.00	0.20	0.50	0.00	0.70	133.00	190.00
204 : Unsecured Creditors claims	0.00	0.00	0.10	0.00	0.10	16.00	160.00
212 : Initial Appointment Notifications to Creditors	0.00	0.00	1.00	0.00	1.00	160.00	160.00
213 : Interim Fee Report to Creditors	0.00	0.30	3.40	0.00	3.70	623.50	168.51
Creditors	0.00	0.50	5.00	0.00	5.50	932.50	169.55
301 : CODA Reports	0.30	0.00	1.20	0.00	1.50	300.50	200.33
302 : Pursuing Antecedent Transactions	0.50	0.00	0.00	0.25	0.75	226.25	301.67
Investigations	0.80	0.00	1.20	0.25	2.25	526.75	234.11
400 : Realisation of Assets	0.00	0.00	0.50	0.00	0.50	102.50	205.00
401 : Freehold / Leasehold Property	0.00	0.10	0.60	0.00	0.70	122.50	175.00
405 : Debtors	0.30	10.10	1.50	0.00	11.90	3,855.50	323.99
411 : Cash at Bank	0.00	0.00	0.30	0.00	0.30	70.50	235.00
Realisation of Assets	0.30	10.20	2.90	0.00	13.40	4,151.00	309.78
Total Hours	1.80	13.20	24.80	8.55	48.35	10,574.75	218.71
Total Fees Claimed						9,080.75	



# Time Entry - SIP9 Time & Cost Summary

## Category 2 Disbursements

6005307 - DCZ Consulting Limited  
Project Code: POST  
From: 28/11/2019 To: 27/11/2020

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Amount
19/12/2019	Stationery: Mail out - Stationery - Notification and fee and expense estimate to creditors	7.00
19/12/2019	Photocopying: Mail out - Photocopying - Notification and fee and expense estimate to creditors	3.50
Total		10.50

**DCZ Consulting Limited  
(IN CREDITORS' VOLUNTARY LIQUIDATION)**

**DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT LIQUIDATORS DURING THE REVIEW PERIOD**

Description of work undertaken	Includes
<b><u>ADMINISTRATION &amp; PLANNING</u></b>	
Administration & Planning	
Initial Statutory and General Notifications & Filing e.g. Advertising the appointment, undertaking statutory notifications to Companies House, HMRC, the Pension Protection Fund, preparing the documentation and dealing with other notification of appointment	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Obtaining a specific penalty bond.	
Recovering & Scheduling the company's books and records.	Collection and making an inventory of company books and records
Setting up electronic case files and electronic case details on IPS.	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews at 1 month, 2 months & 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews 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
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<b><u>CREDITORS</u></b>	
Creditors	
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with Pension Schemes	Corresponding with the PPF and the Pensions Regulator
Final Accounts	
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
Initial Appointment Notification to Creditors - Preparing the documentation & sending out initial appointment notification to creditors	Preparing a fee estimate for inclusion with the report to creditors.
Interim Fee Report to Creditors	

Description of work undertaken	Includes
<b><u>INVESTIGATIONS</u></b>	
Investigations	
SIP 2 Review - Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.	Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken
CDDA Reports - Preparing a report or return on the conduct of the directors as required by the Company Directors Disqualification Act.	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
Investigating & Pursuing Antecedent Transactions	Directors' Loan Accounts
<b><u>REALISATION OF ASSETS</u></b>	
Realisation of Assets	
Directors' Loan Accounts	Liaising with Company accountant Liaising with Directors Agreeing repayment schedule
<b><u>CASHIERING</u></b>	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory receipts and payments accounts at Companies House
<b><u>CLOSING PROCEDURES</u></b>	
Filing final statutory returns at Companies House/Court	

**Current Charge-out Rates of the staff working on the case****Time charging policy**

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates are likely to be subject to periodic increase.

Staff	Charge out rates
	£
<b>CEO/Managing Director</b>	£480.00 - £580.00
<b>Appointment Taking Director</b>	£400.00 - £500.00
<b>Director</b>	£370.00 - £475.00
<b>Senior Manager</b>	£340.00 – £415.00
<b>Manager</b>	£310.00 - £375.00
<b>Assistant Manager</b>	£275.00 – £335.00
<b>Senior Administrator</b>	£235.00 – £285.00
<b>Administrator</b>	£200.00 – £240.00
<b>Assistant Administrator</b>	£135.00 - £160.00
<b>Case Accountant</b>	£135.00
<b>Junior Administrator</b>	£100.00 - £115.00
<b>Support Staff/Executive Assistant</b>	£100.00 – £135.00

**Appendix 5**

**DCZ Consulting Limited  
(IN CREDITORS' VOLUNTARY LIQUIDATION)**

**PROOF OF DEBT**

PROOF OF DEBT - GENERAL FORM

**DCZ Consulting Limited**

**Date of commencement of Creditors' Voluntary Liquidation:  
28 November 2019**

DETAILS OF CLAIM		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> <li>For UK companies: its registered number</li> <li>For other companies: the country or territory in which it is incorporated and the number if any under which it is registered</li> <li>The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act</li> </ul>	
4.	Total amount of claim, including any Value Added Tax, as at the date of administration, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£ ) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category  Amount(s) claimed as preferential £
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Are you the sole member of the Creditor?		YES / NO