

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

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

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Period of progress report

From date	^d <table><tr><td>2</td></tr></table>	2	^d <table><tr><td>8</td></tr></table>	8	^m <table><tr><td>1</td></tr></table>	1	^m <table><tr><td>1</td></tr></table>	1	^y <table><tr><td>2</td></tr></table>	2	^y <table><tr><td>0</td></tr></table>	0	^y <table><tr><td>2</td></tr></table>	2	^y <table><tr><td>0</td></tr></table>	0
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Progress report

☒ The progress report is attached

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Sign and date

Liquidator's signature

Signature

X 

X

Signature date

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**Presenter information**

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

Contact name **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 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

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

Statement of Affairs £	From 28/11/2020 To 27/11/2021 £	From 28/11/2019 To 27/11/2021 £
ASSET REALISATIONS		
Bank Interest Gross	0.10	0.10
33,650.55 Directors' Loan Account	14,525.00	30,250.00
	14,525.10	30,250.10
COST OF REALISATIONS		
Office Holders Fees	5,391.75	14,472.50
Photocopying	NIL	3.50
Postage	3.56	7.83
Pre-Apprt disbursements	NIL	65.39
Preparation of S. of A.	NIL	3,000.00
Specific Bond	NIL	135.00
Stationery	NIL	7.00
Statutory Advertising	NIL	253.50
	(5,395.31)	(17,944.72)
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)	9,129.79	12,305.38
REPRESENTED BY		
Bank 1 Current		11,226.32
Vat Control Account		790.00
Vat Receivable		289.06
		12,305.38



Brian Burke
Joint Liquidator

DCZ Consulting Limited

(In Creditors' **Voluntary Liquidation**)

(**"the Company"**)

THE JOINT LIQUIDATORS' **PROGRESS REPORT**

2 December 2021

Brian Burke and Maxine Reid-Roberts of Quantum 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

This report has been prepared for circulation solely to comply with the Joint Liquidators' statutory duty to report to Creditors under the provisions of The Insolvency (England and Wales) Rules 2016 and for no other purpose. This report is intended for the statutory recipients. The report cannot be used or relied upon by any party other than for its intended statutory purpose.

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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 Liquidation)
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 28/11/2020 to 27/11/2021
"Whole Period"	Period covered by the report from 28/11/2019 to 27/11/2021

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 the last report dated 21 January 2021.

Given the information previously provided to Members and Creditors in my earlier report, detailed background information in respect of the Company has not been included and this report focusses on the progress of the CVL subsequent to that report.

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

Details of the appointment of the Quantuma Advisory Limited

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, together with a summary of the transactions in the previous Review Period. In accordance with the requirements of SIP 7, the Joint Liquidators confirm that the account has been reconciled with that held at the bank.

The rest of this report describes the key developments in the Liquidation over the Review Period. A summary is provided of 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.

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 Creditors' Voluntary Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards. Details of the tasks carried out during the Review Period are included in Appendix 4.

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.

During the previous Review Period, the Joint Liquidator engaged in correspondence with the Director for proposals for settlement of the sum due and an agreement was reached to accept the reduced sum of £30,250 over 12 months, representing a modest compromise for timely settlement of the debt due.

The Director agreed to 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 sum of £15,725 was received during the previous Review Period and since the last anniversary, the remaining 9 monthly payments of £225 have been received, together with the final payment of £12,500 on 29 September 2021. As a result, the Director has repaid the total sum of £30,250 during the course of the Liquidation, with no further payments due in this regard.

Bank Interest Gross

Gross bank interest of £0.10 has been received during the Review Period.

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 purely for the Unsecured Creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000;
- Subject to a maximum of £600,000.

However, 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.

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

Further Information

To comply with the Provision of Services Regulations, some general information about Quantuma Advisory Limited, including the 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-notices>.

5. ETHICS

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.

General Ethical Considerations

During the Review Period, no new threats to compliance with the Code of Ethics have been identified.

6. THE JOINT LIQUIDATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 1 April 2021 together with Quantuma Advisory Limited's current schedule of charge-out rates and chargeable expenses, which includes historical charging information, may be found at <https://www.quantuma.com/guide/creditors-guide-fees>.

A hard copy of both the Creditors' Guide and Quantuma Advisory Limited's current and/or historic charge-out rate and expenses policies may be obtained on request at no cost.

Joint Liquidators' Fees

The basis of the Joint Liquidators' fees was fixed 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".

Time Costs

As reflected on the Receipts & Payments Account, the fees drawn during the Review Period are £5,391.75 and during the Whole Period £14,472.50.

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

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 the end of the Review Period. The fees estimate covered the life of the case.

For a detailed schedule of work undertaken by the Joint Liquidators during the Review Period and the Whole 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			Actual time costs incurred for the Whole Period		
	No. of hours	Blended hourly rate	Total fees	No. of hours	Average hourly rate	Total time costs	No. of hours	Average hourly rate	Total time costs
		£	£		£	£		£	£
Administration Planning	17.50	326.43	5,712.50	21.40	222.17	4,754.50	42.60	208.71	8,891.00
Cashiering	11.50	321.74	3,700.00	11.70	135.00	1,579.50	17.70	136.02	2,407.50
Creditors	5.00	330.50	1,652.50	8.50	258.82	2,200.00	14.00	223.75	3,132.50
Investigations	5.00	330.25	1,651.25	2.50	261.40	653.50	4.75	248.47	1,180.25
Realisation of Assets	2.50	174.00	435.00	5.40	295.28	1,594.50	18.80	305.61	5,745.50
Closing Procedures	4.00	330.31	1,321.25	-	-	-	-	-	-
TOTAL	45.50	318.08	14,472.50	49.50	217.82	10,782.00	97.85	218.26	21,356.75

Joint Liquidators' Expenses

An amended Statement of Insolvency Practice 9 (SIP 9), was issued on 1 April 2021. The amended SIP 9 has changed some of the terminology and introduced additional disclosure requirements. The information below may therefore not reflect the information previously provided.

The expenses, which include disbursements that have been incurred and not yet paid during the Review Period and the Whole Period are detailed below. This includes a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

Expenses	Original expenses estimate	Actual expenses incurred in the Review Period	Actual expenses incurred for the Whole Period	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
	£	£	£	
Category 1 expenses				
Statutory & other Advertising	338.00	-	253.50	
Indemnity Bond	135.00	-	135.00	
Printing & Postage costs of external provider.	100.00	3.56	7.83	
Storage	200.00	-	-	
Category 2 expenses				
Photocopying, scanning & faxes (per side)	100.00	-	3.50	Please be advised that, whilst it was originally envisaged that these expenses would be charged to the estate as Category 2 disbursements, this has no longer been allowed since 1 April 2021
Stationery (Per Report/letter per Member/Creditor)	100.00	-	7.00	
TOTAL	973.00	3.56	406.83	

Details of the expenses paid in the Review Period and the Whole Period are shown in the Receipts and Payments account at Appendix 2.

Creditors agreed that Category 2 disbursements could be drawn on 15 January 2020.

Cost to Closure

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

The main reasons why the original fees estimate has been exceeded is explained below:

Administration and Planning

Due to the additional time and work carried out in respect of investigations and asset realisation the administration of the case has continued for an extended period of time. This has therefore led to additional time being spent on administrative tasks such as case reviews and other matters. While these tasks have no direct benefit to creditors the liquidators are required by regulation to carry them out on a regular basis.

Cashiering

Due to the fact that the Director's Loan Account was settled by monthly contributions, additional time has been incurred by the cashiers in processing the receipts received into the Liquidation.

Creditors

As the Liquidation has been extended over a period of one year, increased time costs have been incurred in respect of corresponding with creditors and the preparation of statutory documentation.

However, given the limited realisations anticipated in this case, the Joint Liquidators do not propose to request authority to draw fees in excess of the original fees estimate.

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

It is anticipated that a Notice of Intended Dividend will be distributed to those Creditors yet to prove their debts during the first quarter of 2022. A first and final distribution will then be made to the Unsecured Creditors.

Once the dividend has been paid, the Joint Liquidators will seek their release from office by issuing their final account to Members and Creditors.

Should you have any queries in regard to any of the above please do not hesitate to contact Edward Allingham on 01273 322 415 or by e-mail at Edward.Allingham@quantuma.com.

A handwritten signature in black ink, appearing to read 'B. Burke'.

Brian Burke
Joint Liquidator

DCZ CONSULTING LIMITED
(IN LIQUIDATION)

STATUTORY INFORMATION

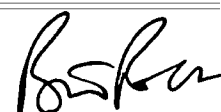
Company Name	DCZ Consulting Limited
Trading Address	N/A
Proceedings	In Liquidation
Date of Appointment	28 November 2019
Joint Liquidators	Brian Burke Maxine Reid-Roberts Quantuma Advisory Limited 3rd Floor, 37 Frederick Place, Brighton Sussex, BN1 4EA
Registered office Address	c/o Quantuma Advisory Limited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

DCZ CONSULTING LIMITED
(IN LIQUIDATION)

THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 27 NOVEMBER 2021

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

Statement of Affairs £		From 28/11/2020 To 27/11/2021 £	From 28/11/2019 To 27/11/2021 £
	ASSET REALISATIONS		
	Bank Interest Gross	0.10	0.10
33,650.55	Directors' Loan Account	14,525.00	30,250.00
		14,525.10	30,250.10
	COST OF REALISATIONS		
	Office Holders Fees	5,391.75	14,472.50
	Photocopying	NIL	3.50
	Postage	3.56	7.83
	Pre-Appr disbursements	NIL	65.39
	Preparation of S. of A.	NIL	3,000.00
	Specific Bond	NIL	135.00
	Stationery	NIL	7.00
	Statutory Advertising	NIL	253.50
		(5,395.31)	(17,944.72)
	UNSECURED CREDITORS		
(7,614.10)	Banks/Institutions	NIL	NIL
(14,445.46)	HM Revenue and Customs – Corporation Tax	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)		9,129.79	12,305.38
	REPRESENTED BY		
	Bank 1 Current		11,226.32
	Vat Control Account		790.00
	Vat Receivable		289.06
			12,305.38



Brian Burke
Joint Liquidator

DCZ CONSULTING LIMITED
(IN LIQUIDATION)

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

Time Entry - Detailed SIP9 Time & Cost Summary

6005307 - DCZ Consulting Limited
From: 28/11/2020 To: 27/11/2021
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
103 : IPS Case / File set up/ Filing	0.00	0.00	0.30	0.00	0.30	70.50	235.00
104 : General Administration	0.10	0.80	5.70	5.40	12.00	2,324.00	193.67
105 : Case strategy / Review	0.70	1.40	3.60	0.00	5.70	1,629.00	285.79
106 : VAT & CT matters and returns	0.00	0.40	1.90	1.10	3.40	731.00	215.00
Admin & Planning	0.80	2.60	11.50	6.50	21.40	4,754.50	222.17
600 : Cashiering	0.00	0.00	0.00	11.70	11.70	1,579.50	135.00
Cashiering	0.00	0.00	0.00	11.70	11.70	1,579.50	135.00
203 : Creditor correspondence / Call	0.00	0.00	0.30	0.00	0.30	70.50	235.00
207A : Notice of Intended Dividend	0.00	0.20	0.00	0.00	0.20	68.00	340.00
211 : Annual / Progress report	0.40	1.10	6.50	0.00	8.00	2,061.50	257.69
Creditors	0.40	1.30	6.80	0.00	8.50	2,200.00	258.82
300A : SIP 2 Review	0.20	0.00	1.40	0.00	1.60	409.00	255.63
301 : CDDA Reports	0.20	0.00	0.00	0.00	0.20	80.00	400.00
302 : Pursuing Antecedent Transactions	0.00	0.00	0.70	0.00	0.70	164.50	235.00
Investigations	0.40	0.00	2.10	0.00	2.50	653.50	261.40
400 : Realisation of Assets	0.00	0.00	0.40	0.00	0.40	94.00	235.00
405 : Debtors	0.00	3.10	1.30	0.00	4.40	1,359.50	308.98
411 : Cash at Bank	0.00	0.00	0.60	0.00	0.60	141.00	235.00
Realisation of Assets	0.00	3.10	2.30	0.00	5.40	1,594.50	295.28
Total Hours	1.60	7.00	22.70	18.20	49.50	10,782.00	217.82
Total Fees Claimed						14,472.50	

Time Entry - Detailed SIP9 Time & Cost Summary

6005307 - DCZ Consulting Limited
From: 28/11/2019 To: 27/11/2021
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	1.00	0.00	1.00	190.00	190.00
104 : General Administration	0.10	1.60	12.50	7.00	21.20	4,056.50	191.34
105 : Case strategy / Review	1.20	2.70	7.50	1.00	12.40	3,091.00	249.27
106 : VAT & CT matters and returns	0.00	0.50	2.10	1.10	3.70	797.00	215.41
Admin & Planning	1.50	5.10	26.90	9.10	42.60	8,891.00	208.71
600 : Cashiering	0.00	0.00	0.30	17.40	17.70	2,407.50	136.02
Cashiering	0.00	0.00	0.30	17.40	17.70	2,407.50	136.02
203 : Creditor correspondence / Call	0.00	0.20	0.90	0.00	1.00	203.50	203.50
204 : Unsecured Creditors claims	0.00	0.00	0.10	0.00	0.10	16.00	160.00
207A : Notice of Intended Dividend	0.00	0.20	0.00	0.00	0.20	68.00	340.00
211 : Annual / Progress report	0.40	1.10	6.50	0.00	8.00	2,061.50	257.69
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	0.40	1.80	11.80	0.00	14.00	3,132.50	223.75
300A : SIP 2 Review	0.20	0.00	1.40	0.00	1.60	409.00	255.63
301 : CDDA Reports	0.50	0.00	1.20	0.00	1.70	380.50	223.82
302 : Pursuing Antecedent Transactions	0.50	0.00	0.70	0.25	1.45	390.75	269.48
Investigations	1.20	0.00	3.30	0.25	4.75	1,180.25	248.47
400 : Realisation of Assets	0.00	0.00	0.90	0.00	0.90	196.50	218.33
401 : Freehold / Leasehold Property	0.00	0.10	0.60	0.00	0.70	122.50	175.00
405 : Debtors	0.30	13.30	2.80	0.00	16.30	5,215.00	319.94
411 : Cash at Bank	0.00	0.00	0.90	0.00	0.90	211.50	235.00
Realisation of Assets	0.30	13.30	5.20	0.00	18.80	5,745.50	305.61
Total Hours	3.40	20.20	47.50	26.75	97.85	21,356.75	218.26
Total Fees Claimed						14,472.50	

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

6005307 - DCZ Consulting Limited
Project Code: POST
From: 28/11/2019 To: 27/11/2021

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 - Stationary - 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 LIQUIDATION)

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

Description of work undertaken	Includes
<u>ADMINISTRATION & PLANNING</u>	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews every 6 months.	Discussions regarding strategies to be pursued 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
<u>CREDITORS</u>	
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
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
<u>INVESTIGATIONS</u>	
Pursuing Antecedent Transactions	Director's Loan Account
<u>REALISATION OF ASSETS</u>	
Director's Loan Account	Collecting supporting documentation Correspondence with Director Receiving monthly contributions
<u>CASHIERING</u>	
Maintaining and managing the Office Holders' cashbook and bank account.	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

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

Appendix 5

DCZ CONSULTING LIMITED
(IN LIQUIDATION)

PROOF OF DEBT

PROOF OF DEBT - GENERAL FORM

DCZ Consulting Limited

Date of Resolution for voluntary winding up: 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"> For UK companies: its registered number For other companies: the country or territory in which it is incorporated and the number if any under which it is registered The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act 	
4.	Total amount of claim, including any Value Added Tax, as at the date of liquidation, 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 £
11.	If you wish any dividend payment that may be made to be paid in to your bank account please provide BACS details. Please be aware that if you change accounts it will be your responsibility to provide new information	Account No.: Account Name: Sort code:
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