

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 7 0 7 0 5 3

Company name in full Lee Sinclair Plant Limited

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

2 Liquidator's name

Full forename(s) Simon

Surname Gwinnutt

3 Liquidator's address

Building name/number Trinity House

Street 28-30 Blucher Street

Post town Birmingham

County/Region

Postcode B 1 1 Q H

Country

4 Liquidator's name ①

Full forename(s) Sajid

Surname Sattar

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

5 Liquidator's address ②

Building name/number Trinity House

Street 28-30 Blucher Street

Post town Birmingham

County/Region

Postcode B 1 1 Q H

Country

② Other liquidator
Use this section to tell us about
another liquidator.

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6	Period of progress report							
From date	^d 1	^d 6	^m 1	^m 2	^y 2	^y 0	^y 1	^y 9
To date	^d 1	^d 5	^m 1	^m 2	^y 2	^y 0	^y 2	^y 0
7	Progress report							
	<input checked="" type="checkbox"/> The progress report is attached							
8	Sign and date							
Liquidator's signature	<div>Signature</div> <div>X <i>Steve Giumetti</i> X</div>							
Signature date	^d 0	^d 8	^m 0	^m 2	^y 2	^y 0	^y 2	^y 1

LIQ03

Notice of progress report in voluntary winding up

**Presenter information**

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

Contact name **Simon Gwinnutt**

Company name **Greenfield Recovery Limited**

Address **Trinity House**

28-30 Blucher Street

Post town **Birmingham**

County/Region

Postcode

B**1****1****Q****H**

Country

DX

Telephone

0121 201 1720**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



**Lee Sinclair Plant Limited - in Liquidation
("the Company")**

Registered Number: 07707053

**Registered Office: c/o Greenfield Recovery Limited
Trinity House, 28-30 Blucher Street, Birmingham, B1 1QH**

**Joint Liquidators' annual progress report
prepared in accordance with s104A of the Insolvency Act 1986
and Rule 18 of the Insolvency (England and Wales) Rules 2016**

8 February 2021

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1 INTRODUCTION

The Company was placed into liquidation on 16 December 2016.

Myself and Sajid Sattar are the present Joint Liquidators. We are licensed to act as insolvency practitioners in the UK, by the Institute of Chartered Accountants in England and Wales and are bound by the Insolvency Code of Ethics.

By a Court Order dated 3 August 2020, Simon Gwinnutt replaced Philip Ballard as Joint Liquidator, with effect from 14 July 2020.

This is the Joint Liquidators' fourth annual progress report as required by section 104A of the Insolvency Act 1986 and Rule 18 of the Insolvency (England and Wales) Rules 2016. It shows how the liquidation has been conducted and the Company's property disposed of, the anticipated outcome for creditors and other information that the Joint Liquidators' are required to disclose.

This report covers the 12 month period ("the report period") since our last annual report and should be read in conjunction with previous reports issued in this matter.

2 RECEIPTS AND PAYMENTS ACCOUNT

Receipts and Payments Account

Attached at Appendix A, is a summary of the Joint Liquidators' receipts and payments for the period of 16 December 2019 to 15 December 2020 and for the cumulative period of the liquidation.

Asset realisations

Claim against the Director

As previously reported, a review of the Company's records revealed that the Company had not received any trading income but liabilities appeared to have been incurred, resulting in a misfeasance claim against the director. The director entered into a Deed of Settlement in September 2019, with an agreed settlement sum of £47,500, to be paid by 38 instalments of £1,250. The first instalment was due on 31 July 2019, with the last instalment being due on 31 December 2021. Freeths LLP ("Freeths") continues to be instructed to assist with the realisation of the instalments due pursuant to the Deed of Settlement.

The director made sporadic payments, up until 15 June 2020. No further payments have been received since that date. As at 15 December 2020, there are arrears of £15,900. Instalments totalling £12,850 have been received by Freeths, in the report period. Pursuant to the Settlement Agreement, a legal charge was secured against the director's residential property. Legal proceedings have recently been commenced to enforce the terms of the legal charge.

Payments

The payments reflected on the receipts and payments account at Appendix, A show the payments made during made in the period covered by this report and the cumulative period of the liquidation.

Creditors should be given details of the following payments made:

Legal Disbursements – £95 plus VAT has been paid to Freeths in respect of legal disbursements.

Legal Fees – £3,757.50 plus VAT has been paid to Freeths, in respect of legal fees.

Preparation of Statement of Affairs fee - £5,017.94 plus VAT has been paid to this firm in connection with preparing the Statement of Affairs and convening the meetings of members and creditors.

3 OUTCOME FOR CREDITORS

Secured Creditors

There are no secured creditors in this matter.

Preferential Creditors

There are no preferential creditors in this matter.

Prescribed Part

Where there is a floating charge created after 15 September 2003, a percentage of the assets realised subject to the charge is ring fenced for unsecured creditors. This is called the prescribed part of a company's net property available for the satisfaction of unsecured debts.

As there are no unsatisfied post-Enterprise Act charges, there will be no requirement to set aside a prescribed part in this matter.

Unsecured Creditors

In accordance with the director's estimated Statement of Affairs, unsecured creditors totalled £114,921.23. Claims totalling £133,245.49 have been received from unsecured creditors.

The funds realised in the liquidation to date, have been utilised for defraying the expenses of the liquidation and as a result there will be no distribution to unsecured creditors, nor will any monies be paid to unsecured creditors by virtue of the application of Section 176(A) of the Insolvency Act 1986 (prescribed part).

4 INVESTIGATIONS

As previously reported, a review of the Company's records revealed that the Company had not received any trading income but liabilities appeared to have been incurred, resulting in a misfeasance claim against the director. As set out in paragraph 2 above, Freeths are continuing to realise the outstanding monies due, pursuant to the Settlement Agreement.

5 JOINT LIQUIDATORS' REMUNERATION AND DISBURSEMENTS AND CREDITORS' RIGHTS

Statement of Affairs fee

A resolution was passed at the meeting of creditors, in relation to our pre-appointment costs, as follows:

"That Greenfield Recovery Limited's fees in connection with preparing the Statement of Affairs and convening the meetings of members and creditors be approved in the sum of £10,000 plus VAT and disbursements and may be paid as an expense of the liquidation."

The total amount recovered in this regard is £9,758.95, of which £5,017.94 has been received in the report period.

It is considered that this fee is fair and reasonable as, in our experience, the time costs spent carrying out the work required prior to the liquidation of a company, typically totals circa £10,000.

Remuneration

The statutory provisions relating to remuneration, are contained in Rules 18.16 and 18.20 of the Insolvency (England and Wales) Rules 2016. A Creditors' Guide to Joint Liquidators' fees is available at <https://www.greenfieldrecovery.co.uk/media/591328/liquidations-creditor-fee-guide-april-2017.pdf> on the 'Costs and Fees' page or upon request to our office. Should a hardcopy of any document be required, this will be provided free of charge.

Our remuneration was approved by creditors on 10 July 2018, on a time-cost basis, based on a fees estimate of £37,325. The fees estimate acts as a cap and we cannot draw remuneration in excess of the estimate, without first seeking approval and obtaining from creditors.

We have incurred time charges for the period from 16 December 2019 to 15 December 2020, of £4,552.50; representing a total of 14.85 hours having been spent on the administration of this case. Therefore, the average hourly rate equates to £306.57. No Joint Liquidators' fees have been drawn in the report period.

For the entire period of the liquidation, we have incurred time costs of £29,108, representing a total of 91.15 hours having been spent on the administration of this case. Therefore the average hourly rate equates to £319.14, as compared with the estimated average charge-out rate from the original fees estimate of £334.45. No Joint Liquidators' fees has been drawn since the commencement of the liquidation.

The work has been categorised into the following task headings and sub-categories:

Administration and Planning

This category of work includes case planning and set-up, appointment notification, statutory reporting, compliance, cashiering, accounting and administrative functions.

The work undertaken in this category is required as part of our statutory and regulatory requirements and is unlikely to directly produce a financial benefit to creditors.

Investigations

The work recorded in this category will relate to our initial assessment of the Company's affairs, as required by Statement of Insolvency Practice 2. This includes an analysis of the Company's bank statement, consideration of the Company's financial statements and a review of the Company's books and records, where available. In addition, the work undertaken includes reporting on the Director's conduct, as required by the Company Directors Disqualification Act 1986 (as amended).

The investigation work undertaken, is required as part of our statutory duties outlined above. Further investigations may be undertaken, with a view to increasing funds available to creditors. As such, investigative work may have a financial benefit to creditors.

Realisation of Assets

This category of work includes any action undertaken in order to protect or realise any assets of the Company. Work may be undertaken in order to put insurance in place or assess whether there are assets which may result in a realisation and time costs may be incurred in this category, even if there have been no asset realisations.

The Statement of Affairs indicates that the assets of the Company were third party contributions.

Creditors

This category includes entering of creditors' information on IPS, communications with creditors, preparing reports to creditors, creditors' meetings, processing proofs of debt and progressing employee related claims.

The work required in this category is required as part of our statutory and regulatory duties and is necessary, but it is unlikely to provide any direct financial benefit to creditors.

In order that creditors may review the time spent on the administration of this case, we enclose herewith a detailed schedule at Appendix B; and for the purposes of comparison, a copy of the original fees estimate at Appendix C. The table below also provides a comparison between the initial fees estimate and the time spent on the case to date.

Category of Work	Estimated No. of Hours	Actual Hours Spent	Estimated Hourly Rate	Actual Hourly Rate	Estimated Total Time	Actual Total Time Costs
Admin and Planning	30.20	31.65	318.54	305.15	9,620.00	9,658.00
Investigations	28.30	23.20	343.99	355.93	9,735.00	8,257.50
Realisation of Assets	29.40	11.30	333.16	387.17	9,795.00	4,375.00
Creditors	23.70	25.00	344.94	272.70	8,175.00	6,817.50
Total	11.60	91.15	334.45	319.34	37,325.00	29,108.00

The overall time incurred to date, is within the initial estimate issued to creditors.

No Joint Liquidators' fees have been drawn since our appointment in this matter.

In common with other professional firms, our firm's charge-out rates increase from time to time over the period of the administration of a case. Specific details of the current charge-out rates applicable to those staff who worked on this case, are also available at www.greenfieldrecovery.co.uk on the 'Costs and Fees' page or upon request to our office.

Category 2 disbursements

These are costs that are directly-attributable to the appointment, but not a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example business mileage.

Payment of these disbursements was approved by creditors on 10 July 2018, with an estimated total of £62.28. A copy of the original estimate is included at Appendix C.

No category 2 disbursements have been recharged in relation to this matter, during the period of this report. However, stationery costs of £1.20, photocopying costs of £1.20 and postage costs of £4.88 have been incurred and may be recharged to the liquidation estate in due course.

Expenses Incurred

As referred to above, Freeths continue to be instructed to assist with the misfeasance claim against the Company's director; and Freeths is continuing to assist with realisation of the outstanding monies due, pursuant to the Settlement Agreement.

Freeths are engaged on a time costs basis. As at 15 December 2020, Freeths have incurred time costs of £18,878.11 and disbursements of £456, against which £6,876.50 of time-costs and £101 of disbursements has been billed.

Creditors' Rights

Pursuant to rules 18.9 and 18.34 of the Insolvency (England and Wales) Rules 2016, enclosed is guidance to both the members and creditors, of how to request further information regarding the conduct of the liquidation and what steps a creditor can take, if they do not agree with the quantum of the remuneration and expenses that have been drawn.

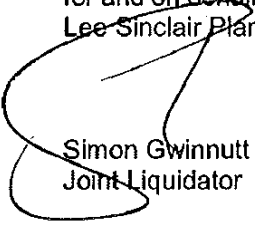
6 OUTSTANDING MATTERS AND END OF LIQUIDATION

As set out above, we are not yet in a position to conclude the liquidation as there is an outstanding balance of £34,650 to be realised, in respect of Settlement Agreement.

Once all matters have been finalised, we will take steps to complete the liquidation.

If you wish to discuss the issues raised in this report or require any additional information, please contact Maria Lever of this office.

Yours faithfully
for and on behalf of
Lee Sinclair Plant Limited



Simon Gwinnutt
Joint Liquidator

Simon Gwinnutt and Sajid Sattar are authorised to act as insolvency practitioners in the UK by Institute of Chartered Accountants in England and Wales and are bound by the Insolvency Code of Ethics. When acting as Administrator(s), the affairs, business and property of the Company are being managed by the Administrator(s) who act as agents of the Company and contract without personal liability.

APPENDIX A

**ACCOUNT OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS FOR THE PERIOD
FROM 16 DECEMBER 2019 TO 15 DECEMBER 2020
AND FOR THE CUMULATIVE PERIOD OF THE LIQUIDATION**

See attached

Lee Sinclair Plant Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 16/12/2019 To 15/12/2020 £	From 16/12/2016 To 15/12/2020 £
	ASSET REALISATIONS		
	Settlement claim	9,100.00	9,100.00
6,000.00	Third party funds	NIL	6,000.00
		9,100.00	15,100.00
	COST OF REALISATIONS		
	Legal Disbursements	95.00	95.00
	Legal Fees (1)	3,757.50	3,757.50
	Petitioners Costs	NIL	920.00
	Preparation of S. of A.	5,017.94	9,758.95
	Specific Bond	NIL	60.00
	Statutory Advertising	NIL	253.80
		(8,870.44)	(14,845.25)
	UNSECURED CREDITORS		
(6,000.00)	Director - Lee Sinclair	NIL	NIL
(107,500.00)	HM Revenue & Customs	NIL	NIL
(1,421.23)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholder - Lee Sinclair	NIL	NIL
		NIL	NIL
(108,922.23)		229.56	254.75
	REPRESENTED BY		
	Vat Receivable		254.75
			254.75

Simon Gwinnutt

Simon Gwinnutt
Joint Liquidator

APPENDIX B

**SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FOR THE PERIOD
FROM 16 DECEMBER 2019 TO 15 DECEMBER 2020
AND FOR THE CUMULATIVE PERIOD OF THE LIQUIDATION**

See attached

Time Entry - SIP9 Time & Cost Summary

LEE001 - Lee Sinclair Plant Limited
 Project Code: POST
 From: 16/12/2019 To: 15/12/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	1.20	2.80	5.45	0.00	9.45	2,937.50	310.85
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.30	0.00	3.10	0.00	3.40	765.00	225.00
Investigations	0.10	0.30	0.00	0.00	0.40	150.00	375.00
Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non Chargeable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	1.20	0.40	0.00	0.00	1.60	700.00	437.50
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	2.80	3.50	8.55	0.00	14.85	4,552.50	306.57
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

LEE001 - Lee Sinclair Plant Limited
Project Code: POST
From: 16/12/2019 To: 15/12/2020

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	Disbursement Category	Amount
30/01/2020	Stationery Costs: Stationery	Category 2	1.20
30/01/2020	Photocopying: Photocopying	Category 2	1.20
30/01/2020	Postage Costs: Postage costs	Category 2	4.88
Total			7.28

Time Entry - SIP9 Time & Cost Summary

LEE001 - Lee Sinclair Plant Limited
Project Code: POST
From: 16/12/2016 To: 15/12/2020

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	1.70	13.60	12.75	3.60	31.65	9,658.00	305.15
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	1.00	5.00	12.60	6.40	25.00	6,817.50	272.70
Investigations	0.10	18.10	1.80	3.20	23.20	6,257.50	355.93
Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non Chargeable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	2.80	7.10	1.40	0.00	11.30	4,375.00	387.17
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	5.60	43.80	28.55	13.20	91.15	29,108.00	319.34
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

LEE001 - Lee Sinclair Plant Limited
Project Code: POST
From: 16/12/2016 To: 15/12/2020

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	Disbursement Category	Amount
16/12/2016	Travel Costs: Travel from s98 meeting - AD expenses	Category 2	68.75
13/01/2017	Photocopying: Sending out directors report and progress report to creditors	Category 2	16.00
13/01/2017	Postage Costs: Sending out directors report and progress report to creditors	Category 2	5.60
21/06/2018	Photocopying: Photocopying	Category 2	24.00
21/06/2018	Postage Costs: Postage	Category 2	15.00
13/02/2019	Photocopying: Photocopying	Category 2	3.60
13/02/2019	Postage Costs: Postage	Category 2	7.41
30/01/2020	Stationery Costs: Stationery	Category 2	1.20
30/01/2020	Photocopying: Photocopying	Category 2	1.20
30/01/2020	Postage Costs: Postage costs	Category 2	4.88
Total			148.64

APPENDIX C

ORIGINAL FEES AND DISBURSEMENTS ESTIMATES

See attached

Appendix I

Fees Estimate for Lee Sinclair Plant Limited - In Liquidation as at 21 June 2018.

Below is the fee estimate in respect of the above case for the purpose of obtaining a time-costs resolution. The total amount being sought is £37,325 for 111.6 hours at an average hourly rate of £334.45.

My current charge-out rates are detailed below.

Approval for the future remuneration sought is based on an estimate of the work necessary to the completion of the administration of the case. I do not anticipate that it will be necessary to seek approval for fees in excess of this estimate. However, should additional work be necessary beyond what is contemplated, further approval may be sought from creditors.

It is anticipated that time costs of £37,325 will be incurred in dealing with this matter, however, remuneration will only be drawn if and when funds become available in the liquidation estate.

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total
Administration and Planning		30.2	£318.54	£9,620
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements			
Document maintenance/file review/checklist	Filing of documents 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			
Bank account administration / cashiering	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments VAT Returns			
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case			
Books and records / storage	Dealing with records in storage Sending job files to storage			
Investigations		28.3	£343.99	£9,735
SIP 2 Review	Collection, and making an inventory, of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Correspondence and communications with the company's bank 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			
Statutory reporting on conduct of director(s)	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			
Realisation of Assets		29.4	£333.16	£9,795
Pursuing Antecedent Transactions	Negotiating to attempt settlement with relevant parties Strategy meeting regarding litigation			

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total
	Seeking funding from creditors Reviewing terms of solicitors' conditional fee agreements Preparing brief to solicitors/Counsel Liaising with solicitors regarding recovery actions Dealing with ATE insurers Attending to negotiations Attending to settlement matters			
Debtors	Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and liaising reassignment of ledger Liaising with debt collectors and solicitors Agreeing debt collection agency agreements Dealing with disputes, including communicating with directors/former staff Pursuing credit insurance claims Submitting VAT bad debt relief claims			
Other assets: motor vehicles, intangibles, intellectual property, VAT/corporation tax refunds, insurance claims	Liaising with agents to agree disposal strategy Dealing with potential purchasers Negotiating sales Liaising with solicitors to agree sales Collecting sales consideration Liaising with insurance companies and directors to pursue claims Examining company records to support tax refunds Exchanges with government departments			
Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers			
Trading		0	£0.00	£0.00
Creditors		23.7	£344.94	£8,175
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator			
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend			
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims			
Creditor reports	Preparing annual progress report, investigation, meeting and general reports to creditors Disclosure of sales to connected parties			
Meeting of Creditors	Preparation of meeting notices, proxies/voting forms and advertisements notice of meeting to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to			

General Description	Includes	Estimate of No. of Hours	Estimated blended hourly rate	Estimate of total
	creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following meeting Issuing notice of result of meeting.			
Total		111.6	£334.45	£37,325

Current Charge-out Rates for the firm

Time charging policy

Support staff do charge their time to each case.

Support staff include cashier, secretarial and administration support.

The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates £
Insolvency Practitioner/ Directors	400-500
Manager	300-400
Other Senior Professionals/ Senior Administrator	200-300
Secretarial/Administration support staff	90-200

Appendix II

Expenses Estimate for Lee Sinclair Plant Limited as at 21 June 2018.

Below are the expenses estimates in respect of category 1 direct expenses and category 2 expenses which will have an element of shared or allocated costs.

My estimate for my category 1 expenses for the period of the case is **£313.80 plus VAT**

My estimate for my category 2 expenses for the period of the case is **£92.28 plus VAT** however I am not seeking a resolution for approval of these costs.

Expenses Category 1	Basis	Estimate of Costs £
Legal costs	N/A	
Agents and Valuers	N/A	
Debt Collection Agency	N/A	
ERA Specialists	N/A	
Accounting fees	N/A	
Advertising	Direct Cost as Invoiced to Case	253.80
Anti Money Laundering Check	Direct Cost as Invoiced to Case	
Bank charges	Direct Cost as Invoiced to Case	
Bonding	Direct Cost as Invoiced to Case	60.00
Document Storage	Direct Cost as Invoiced to Case	
HM Land Registry	Direct Cost as Invoiced to Case	
Insurance	Direct Cost as Invoiced to Case	
Meeting Room	Direct Cost as Invoiced to Case	
Total		£313.80

Expenses Category 2	Basis	Estimate of Costs £
Photocopying	£0.10 per copy irrespective of size	43.20
Postage	£0.51 per letter, £1.10 per large letter	19.08
Total		£62.28

APPENDIX D

EXTRACT OF RULES 18.9 AND 18.34

See attached

Rule 18.9 - Creditors' and members' requests for further information in administration, winding up and bankruptcy

- 18.9(1) [Who may make written request] The following may make a written request to the office-holder for further information about remuneration or expenses (other than pre-administration costs in an administration) set out in a progress report under rule 18.4(1)(b), (c) or (d) or a final report under rule 18.14 -
- (a) a secured creditor;
 - (b) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question);
 - (c) members of the company in a members' voluntary winding up with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company;
 - (d) any unsecured creditor with the permission of the court; or
 - (e) any member of the company in a members' voluntary winding up with the permission of the court.
- 18.9(2) [Request or application court for permission filed in court] A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one member or creditor.
- 18.9(3) [Duty of office-holder to respond to request] The office-holder must, within 14 days of receipt of such a request respond to the person or persons who requested the information by -
- (a) providing all of the information requested;
 - (b) providing some of the information requested; or
 - (c) declining to provide the information requested.
- 18.9(4) [Office-holder may provide partial information or decline request] The office-holder may respond by providing only some of the information requested or decline to provide the information if -
- (a) the time or cost of preparation of the information would be excessive; or
 - (b) disclosure of the information would be prejudicial to the conduct of the proceedings;
 - (c) disclosure of the information might reasonably be expected to lead to violence against any person; or
 - (d) the office-holder is subject to an obligation of confidentiality in relation to the information.
- 18.9(5) [Reasons in r.18.9(4)] An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.
- 18.9(6) [Application to court] A creditor, and a member of the company in a members' voluntary winding up, who need not be the same as the creditor or members who requested the information, may apply to the court within 21 days of -
- (a) the office-holder giving reasons for not providing all of the information requested; or
 - (b) the expiry of the 14 days within which an office-holder must respond to a request.
- 18.9(7) [Court order] The court may make such order as it thinks just on an application under paragraph (6).

Rule 18.34 - Remuneration and expenses: application to court by a creditor or member on grounds that remuneration or expenses are excessive

18.34(1) [Application of rule] This rule applies to an application in an administration, a winding-up or a bankruptcy made by a person mentioned in paragraph (2) on the grounds that -

- (a) the remuneration charged by the office-holder is in all the circumstances excessive;
- (b) the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
- (c) the expenses incurred by the office-holder are in all the circumstances excessive.

18.34(2) [Who may make application] The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable -

- (a) a secured creditor,
- (b) an unsecured creditor with either -
 - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
 - (ii) the permission of the court, or
- (c) in a members' voluntary winding up -
 - (i) members of the company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the company, or
 - (ii) a member of the company with the permission of the court.

18.34(3) [Time limit for application] The application by a creditor or member must be made no later than eight weeks after receipt by the applicant of the progress report under rule 18.3, or final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report").