

LIQ03

Notice of progress report in voluntary winding up



Companies House

THURSDAY



A746XK5F

A19

19/04/2018

#169

COMPANIES HOUSE

1 Company details

Company number 0 7 7 3 8 1 6 9

Company name in full BKL Shop Limited

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

2 Liquidator's name

Full forename(s) Emma

Surname Bower

3 Liquidator's address

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

Country

4 Liquidator's name ①

Full forename(s) Gemma Louise

Surname Roberts

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

5 Liquidator's address ②

Building name/number The Manor House

Street 260 Ecclesall Road South

Post town Sheffield

County/Region

Postcode S 1 1 9 P S

Country

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

LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

| | | | | | | | | |
|-----------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| From date | ^d 2 | ^d 2 | ^m 0 | ^m 2 | ^y 2 | ^y 0 | ^y 1 | ^y 7 |
| To date | ^d 2 | ^d 1 | ^m 0 | ^m 2 | ^y 2 | ^y 0 | ^y 1 | ^y 8 |

7 Progress report

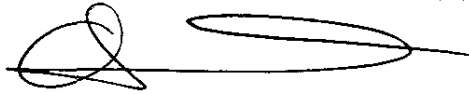
☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

| | | | | | | | |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| ^d 1 | ^d 7 | ^m 0 | ^m 4 | ^y 2 | ^y 0 | ^y 1 | ^y 8 |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|

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 | Shelley Mallett |
| Company name | Wilson Field Limited |
| Address | The Manor House 260 Ecclesall Road South |
| Post town | Sheffield |
| County/Region | |
| Postcode | S 1 1 9 P S |
| Country | |
| DX | |
| Telephone | 01142356780 |



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

BKL Shop Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

| Statement of Affairs £ | | From 22/02/2017 To 21/02/2018 £ | From 22/02/2017 To 21/02/2018 £ |
|---------------------------|--------------------------------|---------------------------------------|---------------------------------------|
| | ASSET REALISATIONS | | |
| Uncertain | Fixtures, Fittings & Equipment | NIL | NIL |
| Uncertain | Trade Debtors | 300.00 | 300.00 |
| | Bank Interest Gross | 0.02 | 0.02 |
| | | <u>300.02</u> | <u>300.02</u> |
| | COST OF REALISATIONS | | |
| | Specific Bond | 20.00 | 20.00 |
| | Re-Direction of Mail | 11.41 | 11.41 |
| | Statutory Advertising | 220.50 | 220.50 |
| | | <u>(251.91)</u> | <u>(251.91)</u> |
| | UNSECURED CREDITORS | | |
| (43,828.81) | Trade & Expense Creditors | NIL | NIL |
| (42,800.00) | Directors Loan Accounts | NIL | NIL |
| (24,997.07) | Lloyds Bank Plc | NIL | NIL |
| (10,500.00) | HM Revenue and Customs - VAT | NIL | NIL |
| (10,500.00) | HM Revenue and Customs - PAYE | NIL | NIL |
| (11,400.00) | HM Revenue & Customs - CIS | NIL | NIL |
| (167,572.00) | Shareholders Loan Accounts | NIL | NIL |
| | | <u>NIL</u> | <u>NIL</u> |
| | DISTRIBUTIONS | | |
| (1,000.00) | Ordinary Shareholders | NIL | NIL |
| | | <u>NIL</u> | <u>NIL</u> |
| (312,597.88) | | <u>48.11</u> | <u>48.11</u> |
| | REPRESENTED BY | | |
| | Bank 1 Current | | 0.01 |
| | Vat Control Account | | 48.10 |
| | | | <u>48.11</u> |



 Emma Bower
 Joint Liquidator

Joint Liquidators' Annual Progress Report to Creditors & Members

BKL Shop Limited (“the Company”) - In Liquidation

17 April 2018

CONTENTS

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- 2** Progress of the Liquidation
- 3** Creditors
- 4** Joint Liquidators' remuneration
- 5** Creditors' rights
- 6** Next report

APPENDICES

- A** Receipts and payments account ("R&P") for the period from 22 February 2017 to 21 February 2018 ("the Period")
- B** Time analysis for the Period
- C** Additional information in relation to Joint Liquidators' fees, expenses & disbursements

1 Introduction and statutory information

- 1.1 I, Emma Bower, together with my colleague Gemma Louise Roberts, of Wilson Field Limited ("Wilson Field"), The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS, was appointed as Joint Liquidator of the Company on 22 February 2017. This progress report covers the Period.
- 1.2 The principal trading address of the Company was 132 Fore Street, Saltash, Cornwall PL12 6JR. The business did not operate under a trading name.
- 1.3 The Company was incorporated under the name of The Bathroom & Kitchen Shop Limited and changed its name to its current style on 7 March 214.
- 1.4 Following the Joint Liquidators' appointment, the registered office of the Company has been changed from 132 Fore Street, Saltash, Cornwall, PL12 6JR to Wilson Field, The Manor House, 260 Ecclesall Road South, Sheffield, S11 9PS. Its registered number is 07738169.

2 Progress of the Liquidation

- 2.1 This section of the report provides creditors with an update on the progress made in the Liquidation during the Period and an explanation of the work done by the Liquidators and their staff.
- 2.2 At Appendix A is my R&P for the Period.

Administration (including statutory compliance & reporting)

- 2.3 An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated would need to be done in this area was outlined to creditors in my initial fees estimate/information.
- 2.4 Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidators.
- 2.5 As noted in my initial fees estimate/information, this work will not necessarily bring any financial benefit to creditors, but is required on every case by statute.

Realisation of Assets

Fixtures, Fittings & Equipment

- 2.6 The Company's fixtures, fittings & equipment were seized by a High Court Enforcement Officer ("HCEO") on 20 December 2016 acting on behalf of a trade creditor, Robert Lee Distribution Limited ("RLD"), who advised that it was their intention to market these assets for sale by way of public auction. An element of the assets were sold by way of auction in January 2017 and resulted with HCEO holding funds of £355. A request was made to the HCEO for these funds and the remaining assets to be held on account for the benefit of the liquidation estate and provided a copy of the members' notice to confirm our instructions from the directors.
- 2.7 Following my appointment, the HCEO advised that the majority of the assets had been sold and that they were only in possession of 9 ceramic basins. The HCEO went on to advise that the balance outstanding to their client, as at 6 March 2017, stood at £5,305 including their fees of £1,731 and that the proceeds of the assets already sold had been divided between their outstanding fees and their client's principal debt.

- 2.8 The remaining assets held a nominal value and it was not considered cost effective to collect the same. As such no realisations have been or will be received in this regard.

Trade Debtors

- 2.9 The directors' Statement of Affairs ("SOA") showed that the Company was owed funds of circa £35,000 which related to four trade debtors. A schedule of these debts was received following our appointment which showed that the funds due totalled £33,453. Creditors should note that the directors advised that all information relating to these debts was held on the Company's computers which were removed by HCEO and wiped before they were sold. The directors did however provide copies of invoices to support the sums due from three of the trade debtors and advised that the documentation in respect of the fourth debtor, in the sum of £3,052, would follow. However, this has never been received despite being requested on numerous occasions.
- 2.10 I instructed Silverback Commercial Law Services Limited ("Silverback") of 8 Regents Court, Far Moor Lane, Redditch B98 0SB, a firm of Debt Recovery and Litigation Specialists, to pursue the trade debts on the Liquidators' behalf.
- 2.11 During the Period £300 has been received from trade debtor collections. This was in respect of one debtor who owed £900 and disputed the sum due. The sum of £300 was accepted as a commercial settlement after reviewing the information provided in support of the dispute.
- 2.12 Silverback have attempted to collect the balances due from the other two debtors they hold information for. Both debtors have disputed the sums due and instructed solicitors. The disputes raised have been forwarded to the directors for their comments. Despite numerous chasing letters, emails and telephone calls, no response has been received. Without assistance from the directors or further information to counter the disputes raised, the Joint Liquidators and Silverback will not be able to pursue these debts.
- 2.13 Given this, the liquidators and Silverback have ceased their efforts and no realisations are to be received in this regard.

Bank Interest Gross

- 2.14 During the Period I have received nominal bank interest of £0.02.
- 2.15 The work undertaken by the Liquidators and their staff to date in realising the Company's assets has been necessary in order to maximise the likelihood of a return to creditors being made. Where assets remain to be realised, these will be dealt with as the Liquidation progresses and further updates will be provided to creditors in my progress reports.

Creditors (including claims and distributions)

- 2.16 Further information on the anticipated outcome for creditors in this case can be found at section 3 of this report. The Liquidators are not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, most typically a debenture.
- 2.17 Claims from preferential creditors typically involve employee claims and payments made on behalf of the Company by the Redundancy Payments Service following dismissal.
- 2.18 The above work will not necessarily bring any financial benefit to creditors generally, however the Liquidators are required by statute to undertake this work. Similarly, if a distribution is to be paid to any class of creditor, work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the Liquidators in dealing with those claims.

2.19 I consider the following matters worth noting in my report to creditors at this stage:

- There are approximately 40 unsecured creditor claims in this case with a value per the directors' statement of affairs of £311,598
- The SOA estimated no preferential claims, however a claim of £2,032 has been received from the Redundancy Payment Service ("RPS")

Investigations

2.20 Some of the work the Liquidators are required to undertake is to comply with legislation such as the Company Directors' Disqualification Act 1986 ("CDDA 1986") and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations and may not necessarily bring any financial benefit to creditors, unless these investigations reveal potential asset recoveries that the Liquidators can pursue for the benefit of creditors.

2.21 I can confirm that I have submitted a report on the conduct of the directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986. As this is a confidential report, I am unable to disclose the contents.

2.22 Shortly after appointment, I made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment considered any information provided by creditors.

2.23 My investigations, specifically my bank analysis carried out for the period of 3 September 2015 to 31 January 2017, showed unknown payments and transactions of £59,994 and cash withdrawals of £7,162 that I was unable to identify within the books & records ("B&R"). These payments were queried with the directors on 3 May 2017.

2.24 Whilst an acknowledgement to these queries was received, the directors failed to provide any information to verify the nature of the above transactions. Despite several requests being made to the directors in this regard, no information has been provided.

2.25 As a result, I instructed MD Law to pursue the directors in respect of these transactions who issued correspondence to the directors on 9 January 2018.

2.26 In the period subsequent to this report, a response has been received from one of the director's relating to these transactions. Following a review of the information with MD Law, it was established that the payments related to day-to-day trading activity of the Company and that an element of the funds (approximately £34,000) were made in relation to repayments of loans to the shareholders, Mr & Mrs Mellor, on behalf of the Company.

2.27 The position of these repayments have been reviewed and whilst the payments were made the Company also continued to make payments to the only other creditor at the time, HM Revenue & Customs ("HMRC"). Given this, no further action is to be taken.

2.28 In addition, the Liquidators have also reviewed the movement in the shareholders loans from the last set of accounts and, other than payments detailed above, no other repayments have been made.

2.29 I can confirm that my investigations are now complete.

3 Creditors

Secured creditors

3.1 The Company did not extend security to any of its creditors.

Preferential creditors

- 3.2 The SOA showed no preferential claims were anticipated.
- 3.3 Following my appointment, it transpired that the directors and two employees were owed funds relating to arrears of wages and holiday pay.
- 3.4 I can confirm that these claims were submitted to the RPS who subsequently submitted a preferential claim of £2,032 as detailed below:-
- Arrears of wages £2,008
 - Holiday pay £ 24
- 3.5 I would confirm that there will be insufficient funds realised after defraying the expenses of the Liquidation to pay a dividend to preferential creditors.

Unsecured creditors

- 3.6 I have received claims totalling £335,641 from 22 creditors. I have yet to receive claims from 18 creditors whose debts total £26,094.49 as per the Company's statement of affairs.
- 3.7 The Company did not grant any floating charges to a secured creditor. Accordingly, there is no requirement to create a fund out of the Company's net floating charge property for unsecured creditors (known as the Prescribed Part), which only applies to charges created on or after 15 September 2003.
- 3.8 I would confirm that there will be insufficient funds realised after defraying the expenses of the Liquidation to pay a dividend to unsecured creditors.

4 Joint Liquidators' remuneration

- 4.1 The creditors approved that the basis of the Liquidators' remuneration be fixed by reference to the time properly spent by them and their staff in managing the Liquidation. My fees estimate/information was originally provided to creditors when the basis of my remuneration was approved and was based on information available to me at that time.
- 4.2 A copy of that estimate is reproduced below:

| Category of work | Estimated Number of hours | Average charge out rate £ | Estimated cost £ |
|---|---------------------------|---------------------------|-------------------|
| Administration (inc statutory compliance & reporting) | 44.26 | £284.15 | £12,576.90 |
| Realisation of assets | 13.03 | £285.42 | £3,719.05 |
| Creditors (claims & distributions) | 7.78 | £288.95 | £2,248.05 |
| Investigations | 90.55 | £350.22 | £31,712.25 |
| Trading (where applicable) | - | - | - |
| Case specific matters (where applicable) | 0.14 | £166.43 | £23.30 |
| Total estimated fees | 155.76 | £322.00 | £50,278.44 |

- 4.3 My time costs for the Period are £35,812. This represents 128 hours at an average rate of £280 per hour. Attached as Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the Period in respect of the costs fixed by reference to time properly spent by me in managing the Liquidation. To date, I have not drawn any funds on account of remuneration due to insufficient funds.
- 4.4 Whilst I have exceeded an apportionment of the time costs proposed relating to administration duties, case specific matters and creditor communications, I have not exceeded my overall time costs of £50,280. It appears that I under estimated the amount of time that would be spent

dealing with these aspects. At the date of this report, I would confirm that my fees estimate for the Liquidation remains unchanged. This is because there are insufficient realisations on the case to draw fees to my current estimate.

- 4.5 A copy of 'A Creditors' Guide to Liquidators' Fees' is available on request or can be downloaded from <https://www.icaew.com/en/technical/insolvency/understanding-business-restructuring-and-insolvency/creditors-guides>
- 4.6 Attached as Appendix C is additional information in relation to the Liquidators' fees, expenses and disbursements, including where relevant, information on the use of subcontractors and professional advisers.

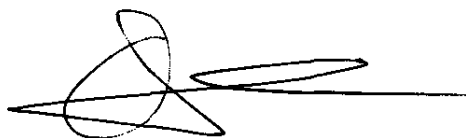
5 Creditors' rights

- 5.1 Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Liquidators provide further information about their remuneration or expenses which have been itemised in this progress report.
- 5.2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that, in all the circumstances, the basis fixed for the Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Liquidators, as set out in this progress report, are excessive.

6 Next report

- 6.1 I am now in a position to take steps to close the liquidation and a draft a final account will be issued in due course.
- 6.2 If you have any queries in relation to the contents of this report, I can be contacted by telephone on 0114 235 6780 or by email at s.mallett@wilsonfield.co.uk

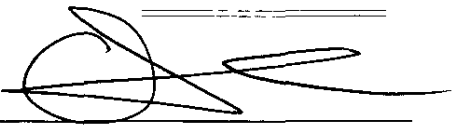
Yours faithfully



E Bower
Joint Liquidator

**BKL Shop Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments
To 21/02/2018**

| S of A £ | | £ | £ |
|---------------------|--------------------------------|----------|--------------|
| | ASSET REALISATIONS | | |
| Uncertain | Fixtures, Fittings & Equipment | NIL | |
| Uncertain | Trade Debtors | 300.00 | |
| | Bank Interest Gross | 0.02 | |
| | | | 300.02 |
| | COST OF REALISATIONS | | |
| | Specific Bond | 20.00 | |
| | Re-Direction of Mail | 11.41 | |
| | Statutory Advertising | 220.50 | |
| | | | (251.91) |
| | UNSECURED CREDITORS | | |
| (43,828.81) | Trade & Expense Creditors | NIL | |
| (42,800.00) | Directors Loan Accounts | NIL | |
| (24,997.07) | Lloyds Bank Plc | NIL | |
| (10,500.00) | HM Revenue and Customs - VAT | NIL | |
| (10,500.00) | HM Revenue and Customs - PAYE | NIL | |
| (11,400.00) | HM Revenue & Customs - CIS | NIL | |
| (167,572.00) | Shareholders Loan Accounts | NIL | |
| | | | NIL |
| | DISTRIBUTIONS | | |
| (1,000.00) | Ordinary Shareholders | NIL | |
| | | | NIL |
| (312,597.88) | | | 48.11 |
| | REPRESENTED BY | | |
| | Bank 1 Current | | 0.01 |
| | Vat Control Account | | 48.10 |
| | | | 48.11 |


 Emma Bower
 Joint Liquidator

Time Entry - Detailed SIP9 Time & Cost Summary

BKLS01C - BKL Shop Limited
 From: 22/02/2017 To: 21/02/2018
 Project Code: POST

| Classification of Work Function | Directors & IPs | Senior Administrator | Manager & Administrator | Administrators | Assistants & Support Staff | Total Hours | Time Cost (£) | Average Hourly Rate (£) |
|---|-----------------|----------------------|-------------------------|----------------|----------------------------|---------------|------------------|-------------------------|
| ADCA : Cashiering | 0.20 | 1.60 | 0.50 | 0.50 | 3.70 | 6.00 | 1,555.50 | 259.25 |
| ADCR : Case Reviews | 3.50 | 1.10 | 4.80 | 0.00 | 0.00 | 9.40 | 3,460.00 | 368.09 |
| ADDI : Directors/Client | 0.20 | 0.10 | 7.90 | 0.00 | 0.00 | 8.20 | 2,266.00 | 276.34 |
| ADGA : File Maintenance | 4.10 | 0.10 | 0.80 | 0.80 | 12.10 | 16.90 | 3,623.50 | 226.24 |
| ADSC : Statutory and Compliance | 0.50 | 0.10 | 13.00 | 0.00 | 0.00 | 13.60 | 3,793.00 | 278.90 |
| Admin and Planning | 8.50 | 3.00 | 26.80 | 0.00 | 15.80 | 54.10 | 14,898.00 | 275.38 |
| CRSH : Shareholders | 0.10 | 0.00 | 0.00 | 0.00 | 0.00 | 0.10 | 50.00 | 500.00 |
| Case Specific Matters | 0.10 | 0.00 | 0.00 | 0.00 | 0.00 | 0.10 | 50.00 | 500.00 |
| CRTV : Tax and VAT | 1.20 | 0.00 | 0.00 | 1.10 | 0.40 | 2.70 | 991.00 | 367.04 |
| CRCL : Creditors Claims | 0.00 | 0.00 | 0.00 | 1.70 | 0.90 | 2.60 | 576.00 | 221.54 |
| CRCO : Communications with Creditors | 2.30 | 0.80 | 0.00 | 7.20 | 3.60 | 13.90 | 3,826.00 | 275.25 |
| CREM : Employees | 0.00 | 0.00 | 0.00 | 1.60 | 0.00 | 1.60 | 432.00 | 270.00 |
| Creditors | 3.50 | 0.80 | 0.00 | 11.60 | 4.90 | 20.80 | 5,825.00 | 280.05 |
| INAT : Antecedent Transactions | 0.20 | 0.00 | 0.00 | 0.00 | 0.00 | 0.20 | 100.00 | 500.00 |
| INDR : CDDA Report | 0.50 | 0.10 | 2.40 | 0.00 | 0.00 | 3.00 | 916.00 | 305.33 |
| INRE : Investigation and Review | 4.00 | 0.30 | 35.00 | 0.00 | 4.00 | 43.30 | 12,090.00 | 279.21 |
| Investigations | 4.70 | 0.40 | 37.40 | 0.00 | 4.00 | 46.50 | 13,106.00 | 281.85 |
| REDG : Debt Collection | 0.10 | 0.10 | 3.30 | 0.00 | 0.00 | 3.50 | 980.50 | 280.14 |
| REIS : Identifying, Securing and Insuring | 0.60 | 0.20 | 0.20 | 0.00 | 0.00 | 1.00 | 420.00 | 420.00 |
| REPB : Property Business and Asset Sales | 0.20 | 0.00 | 1.60 | 0.00 | 0.00 | 1.80 | 532.00 | 295.56 |
| Realisation of Assets | 0.90 | 0.30 | 5.10 | 0.00 | 0.00 | 6.30 | 1,932.50 | 306.75 |
| Total Hours | 17.70 | 4.50 | 80.90 | 24.70 | 24.70 | 127.80 | 35,811.50 | 280.22 |

Appendix C

Additional information in relation to the Joint Liquidators' fees, expenses & disbursements

1 Staff allocation and the use of sub-contractors

- 1.1 The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.
- 1.2 The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.
- 1.3 On this case we are proposing to use the services of the following sub-contractors

| Service (s) | Provider | Basis of fee arrangement | Cost to date |
|----------------------|--|------------------------------|--------------|
| Book debt collection | Silverback Commercial Law Services Limited | 10% of realisations received | Nil* |

* creditors should note that given the amount collected, Silverback chose not to issue an invoice on this matter.

2 Professional advisors

- 2.1 On this assignment, we have used the professional advisors listed below. We have also indicated alongside, the basis of our fee arrangement with them, which is subject to review on a regular basis.

| Name of Professional Advisor | Basis of Fee Arrangement |
|----------------------------------|--|
| MD Law Solicitors (Legal Advice) | 20% of sums realised in respect of the claims or by reference to time spent by them, whichever is the higher |

- 2.2 Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them.

3 Joint Liquidators' expenses & disbursements

- 3.1 The estimate of expenses (including disbursements) which were anticipated at the outset of the Liquidation was provided to creditors when the basis of my fees were approved, a copy of which is set out below:

| Expense | Estimated cost £ |
|---|---------------------|
| Agents' costs | £3,500.00 |
| Pre-appointment statutory advertising | £73.50 |
| Post-appointment statutory advertising | £147.00 |
| Specific penalty bond | £96.00 |
| External storage of company's books and records | £240.00 |
| External meeting room hire | £100.00 |
| Re-direction of the Company's mail | £175.00 |

| | |
|--|---------|
| Case related travel & subsistence | £150.00 |
| Company search fees | £60.00 |
| Category 2 disbursements charged by the firm: | |
| Collection of books and records | £200.00 |
| Postage, stationary & photocopying | £30.00 |
| Document upload centre | 150.00 |
| Insolvency software fee | £150.00 |
| Document management fee | £150.00 |

Current position of Joint Liquidators' expenses

- 3.2 An analysis of the expenses paid to the date of this report, together with those incurred but not paid at the date of this report is provided below:

| | Expenses incurred but not paid to date of this report | Expenses incurred and paid to date of this report | Total |
|-------------------------------------|---|---|------------------|
| Solicitors' costs | - | £427.50 | £427.50 |
| Statutory advertising | £220.50 | - | £220.50 |
| Specific penalty bond | £20.00 | - | £20.00 |
| Collection of books & records * | - | £114.16 | £114.16 |
| External meeting room hire* | - | £102.75 | £102.75 |
| Re-direction of the Company's mail* | £11.41 | £163.59 | £175.00 |
| Case related travel & subsistence | - | £14.56 | £14.56 |
| Search fees | - | £23.00 | £23.00 |
| VC document management | - | £14.08 | £14.08 |
| Category 2 disbursements | | | |
| External storage of books & records | - | £240.00 | £240.00 |
| Total | £251.91 | £1,061.90 | £1,313.81 |

* Creditors should note these costs have been paid by Wilson Field Limited and will be recharged should funds allow.

- 3.3 Category 1 disbursements do not require approval by creditors. The type of disbursements that may be charged as a Category 1 disbursement to a case generally comprise of external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. These disbursements are included in the tables of expenses above.
- 3.4 Category 2 disbursements do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidators' fees were approved by creditors. Any Category 2 disbursements incurred are specifically highlighted in the tables of expenses above.
- 3.5 Wilson Field have reviewed their disbursement policy as a firm and from 1 September 2017 will no longer charge postage, stationery and photocopying, an insolvency software fee, a document management fee, and search fees as a Category 2 disbursement and will only seek to recover the actual cost incurred.

4 Charge-out rates

- 4.1 A schedule of Wilson Field Limited's current charge-out rates is attached

WILSON FIELD LIMITED CHARGE OUT RATES AND DISBURSEMENT POLICY

In accordance with Statement of Insolvency Practice 9 ("SIP 9") covering fees and disbursements, we are required to disclose to you our policy for recovering non-specific disbursements, and the charge out rates for the various grades of staff who may be involved in this case.

Remuneration

The office holder(s) will seek approval from creditors to draw remuneration on a time cost basis, in accordance with the rates detailed below.

| | Hourly charge out rate (£) | | |
|--------------------------------------|----------------------------|--------------------|--------------------|
| Grade | 01/02/2014 to 31/10/2014 | 01/11/2014 onwards | 01/11/2017 onwards |
| Director/Insolvency Practitioner | 350-500 | 500 | 500 |
| Manager | 260-400 | 400 | 400 |
| Assistant Manager | N/A | 395 | 395 |
| Team Leader | N/A | 390 | 390 |
| Senior Administrator | 240 | 330 | 330 |
| Administrator (1-5 years experience) | 120-240 | 230-300 | 230-300 |
| Trainee Administrator | - | - | 180 |
| Secretarial & Support | 100-130 | 130 | 130 |

All time is recorded in 6 minute units.

Category 1 Disbursements

In accordance with SIP 9, these do not require the approval of creditors and are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. These may include advertising, insurance, travel expenses etc.

Category 2 Disbursements

In accordance with SIP 9, these require the prior approval of creditors.

Category 2 disbursements are charged in accordance with the liquidator's prevailing recovery policy at the time the disbursement is incurred. The rates applicable from 1 November 2017 are detailed below:

| Disbursement | Charge | Period charged |
|---|-----------------------|---|
| Document Upload Centre charge | £150 for life of case | On appointment |
| Room Hire where held at a Wilson Field office | £100 per meeting | On appointment |
| Mileage | 45p per mile | On appointment (where appropriate) |
| Storage of books and records | £80 per box per year | Once records are logged and then annually |

In common with all professional firms, our charge out and disbursements rates increase from time to time. We reserve the right to change the rates without prior notice to you. Any change will be reported in the next statutory report to creditors.

WILSON FIELD LIMITED
FEE ESTIMATE

TEST

| B down / Grade | Partner | Cost (£) | Manager | Cost (£) | Other Senior Professionals | Cost (£) | Assistants & Support Staff | Cost (£) | Total Hours | Total Cost | Average Lost per Hour |
|--|--------------|------------------|--------------|-----------------|----------------------------|------------------|----------------------------|-----------------|---------------|------------------|-----------------------|
| Admin and Planning (inc appointment/cashiering/lease review/director client file maintenance/out of office call/statutory and compliance/strategic overview) | 6.59 | 3,295.00 | 3.09 | | 1,170.34 | 21.27 | | 13.31 | 44.26 | 12,576.90 | 284.15 |
| Case Specific Matters (inc site visits/shareholders) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.03 | | 0.11 | 0.14 | 23.90 | 166.43 |
| Creditors (inc calculations/distributions/creditors claims/communications with creditors/employees/Tax and VAT/Creditor service/prescribed part calculation) | 0.60 | 300.00 | 0.04 | | 15.15 | 5.91 | | 1.23 | 7.78 | 2,246.05 | 288.95 |
| Investigations (inc CODA report/precedent transactions/investigation and review) | 26.19 | 13,095.36 | 5.89 | | 2,229.21 | 51.68 | | 6.79 | 90.55 | 31,712.25 | 350.22 |
| Realisation of Assets (inc debt collection/identifying securing and insuring/property business and asset sales/ROIT) | 2.47 | 1,235.00 | 1.72 | | 651.45 | 4.07 | | 4.82 | 13.03 | 3,719.05 | 285.42 |
| Trading (inc accounting for trading/ongoing employee issues/management of operations) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 |
| Total No Hrs | 35.85 | 17,925.36 | 10.74 | 4,066.15 | 82.91 | 24,874.07 | 26.26 | 3,413.97 | 155.76 | 50,279.55 | 322.90 |

This information has been obtained from Wilson Field's time recording module. A sample of 200 costs of a similar size have been selected and averaged calculated. The investigations costs are calculated from a different sample to reflect the extent of work which could be undertaken on cases where an actual investigation is undertaken. This sample is based on cases which have been investigated and paid for by the client.

The fee for the investigation of the above matters has been calculated on the basis of the rate and distribution of the above matters. As the administrative charge out rate varies dependent on the complexity of the matter, the above matters have been calculated on the basis of the rate and distribution of the above matters. The total £179.

The fee for the investigation of the above matters has been calculated on the basis of the rate and distribution of the above matters. The total £179.

In order to be prudent the higher charge out rate has been applied.

| Grade | Hourly charge | Out rate (£) | SIP Column |
|-----------------------------|---------------|--------------|---------------------------|
| Director/Partner | 150 | | Partner |
| Manager | 130 | | Manager |
| Assistant Manager | 95 | | Manager |
| Team Leader | 90 | | Manager |
| Senior Administrator | 30 | | Manager |
| Administrator | 20 | | Other Staff |
| Secretaries & Support Staff | 12 | | Assistant & Support Staff |

CREDITOR'S NOTICE ELECTING TO OPT OUT FROM RECEIVING DOCUMENTS

Re: BKL Shop Limited ("the Company") Creditors' Voluntary Liquidation ("CVL")
Previously known as: The Bathroom& Kitchen Shop Limited
Registered number: 07738169

Instructions for completion To: Emma Bower
Gemma Louise Roberts

Enter your name in here: From: _____

Enter your address in here: Address: _____

I understand that as an opted-out creditor:

- I will remain an opted-out creditor for the duration of the administration of liquidation by the joint liquidators unless I revoke the opting out.
- I can, at any time, revoke my election to opt out by a further notice in writing, signed and dated by me and delivered to the joint liquidators. I will then cease to be an opted-out creditor from the date that the notice is received by the joint liquidators.

Signed _____ 

Signature of Creditor

Dated: