

LIQ03

Notice of progress report in voluntary winding up



Companies House

THURSDAY



A07 *A6ZCMURT* 08/02/2018 #178 jse
COMPANIES HOUSE

1 Company details

Company number 0 7 7 8 1 6 2 5

Company name in full ABD Construction Limited

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

2 Liquidator's name

Full forename(s) Mark

Surname Newman

3 Liquidator's address

Building name/number 4

Street Mount Ephraim Road

Post town Tunbridge Wells

County/Region Kent

Postcode T N 1 1 E E

Country England

4 Liquidator's name

Full forename(s) Vincent John

Surname Green

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

5 Liquidator's address

Building name/number 4

Street Mount Ephraim Road

Post town Tunbridge Wells

County/Region Kent

Postcode T N 1 1 E E

Country England

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

LIQ03

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6 Period of progress report

From date	^d 1	^d 1	^m 1	^m 2	^y 2	^y 0	^y 1	^y 6	
To date	^d 1	^d 0	^m 1	^m 2	^y 2	^y 0	^y 1	^y 7	

7 Progress report

<input checked="" type="checkbox"/> The progress report is attached	
---	--

8 Sign and date

Liquidator's signature	Signature X  X								
Signature date	^d 0	^d 7	^m 0	^m 2	^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 **Mark Newman**

Company name **CCW Recovery Solutions**

Address **4 Mount Ephraim Road**

Post town **Tunbridge Wells**

County/Region **Kent**

Postcode **T N 1 1 E E**

Country **United Kingdom**

DX

Telephone **01892 700 200**



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

**ABD Construction Limited (in Liquidation)
("the Company")**

**Joint Liquidators' Annual Progress Report to Members and Creditors for
the year ending 10 December 2017**

Statutory Information

Company Name:	ABD Construction Limited
Registered Number:	07781625
Registered Office:	Aquis House, 49-51 Blagrove Street, Reading, RG1 1PL
Former Registered Office:	Aruna House, 2 Kings Road, Haslemere, Surrey, GU27 2QA
Joint Liquidators:	Mark Newman and Vincent John Green
Liquidators' Address:	4 Mount Ephraim Road, Tunbridge Wells, Kent, TN1 1EE
Date of Appointment:	11 December 2015
Actions of Joint Liquidators'	Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Liquidators acting Jointly or alone.

Period of the Report

This report covers the period from 11 December 2016 to 10 December 2017, being the second year of the liquidation.

Joint Liquidators' Actions Since Appointment

Since the Joint Liquidators' appointment, work has been carried out to recover the Company's tangible and intangible assets.

In addition to these asset recoveries, the Joint Liquidators have also obtained and reviewed the Company's books and records. The information obtained from these records has enabled the Joint Liquidators to review Garry Summersby's ("Mr Summersby") shareholder's loan account.

Over the period of the last 12 months the Joint Liquidators' investigations into the Company's financial affairs and Mr Summersby's shareholder's loan account have continued. In the absence of a settlement in respect of this shareholder's loan account, the Joint Liquidators are in the process of instructing a firm of solicitors to provide advice as to their available options.

The Joint Liquidators have also carried out their statutory filing obligations with the Registrar of Companies. We have administered the case on our specialist insolvency software and carried out our internal administrative functions relating to the appointment. These are tasks that are required by statute or regulatory guidance, or are necessary for the orderly conduct of the proceedings, and whilst they do not produce any direct benefit for creditors, they still have to be undertaken.

Receipts and Payments Account

Our receipts and payments account for the period 11 December 2016 to 10 December 2017 is attached at Appendix I, which includes a comparison for the entire liquidation period from 10 December 2015 to 10 December 2017. We would provide additional comments as follows.

Funds are held in the liquidation bank account, which is interest bearing.

Receipts

Bank Interest

The sum of £1.10 has been received in bank interest from funds on deposit in the liquidation bank account.

Recovery Solutions

Payments

Statement of Affairs Fee

At the initial meeting of creditors held on 11 December 2015 the following resolution was passed:

"That the costs of CCW Recovery Solutions in connection with convening the member's and creditors' meetings, assisting the director with the preparation of her report and statement of affairs, agreed by the director for a fixed fee of £10,000 plus VAT, be approved and paid as an expense of the liquidation from the first available assets."

We would advise that these fees have been part paid in the sum of £4,000 plus VAT as shown on the enclosed receipts and payments account. The balance of these fees of £6,000 plus VAT will be discharged from future realisations in the liquidation.

Joint Liquidators' Fees

Our remuneration as Joint Liquidators was previously authorised by the creditors following the circulation of a report on the assets and liabilities of the Company, together with notice of written resolutions in relation to the Joint Liquidators' fees, as follows:

"That the Liquidators' fees for undertaking work in respect of their administration and planning, statutory investigations, realisation of assets and dealing with creditors, as described in the accompanying report prepared in connection with fee approval will be charged by reference to the time properly spent by them and their staff in dealing with the matters relating to the Liquidation, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time the work is undertaken; and

That the Liquidators be permitted to recover category 2 disbursements "

Our remuneration was authorised on a time cost basis, supported by a fee estimate of £12,169.50. The fee estimate acts as a cap and we cannot draw remuneration in excess of that estimate without first seeking approval from the creditors.

Our time costs for the current reporting period of 11 December 2016 to 10 December 2017 amount to £5,254.50, bringing our total time costs for the liquidation to 10 December 2017 to £21,971.50, representing 133.25 hours of work at an average hourly charge out rate of £164.89 per hour. We have not drawn any fees for acting as Joint Liquidators to the date of this report

Additional time costs of £277 have been incurred in the subsequent period, 11 December 2017 to 6 February 2018. We confirm that no fees have been drawn during this period.

A schedule of our time costs incurred for the period to which this report relates, being 11 December 2016 to 10 December 2017, is attached as Appendix II, which includes a comparison for the entire liquidation period of 11 December 2015 to 10 December 2017.

A detailed schedule of our time costs incurred to 10 December 2017 compared with our original fees estimate is attached as Appendix III. The actual average charge out rate incurred compares with the estimated average charge out rate of £170.68 in our fees estimate.

In the period to 10 December 2017, as creditors will note from the information provided in this report, the total time costs that we have incurred in this matter, in respect of the categories of work for which we are being remunerated on a time cost basis, have exceeded the total estimated remuneration we provided in our fee estimate when our remuneration was authorised by creditors on 5 February 2016.

The Joint Liquidators will report further to creditors should an increase to the existing fee cap be sought.

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We have incurred time costs in excess of our fees estimate previously provided to creditors as a result of additional investigations and work undertaken in the liquidation, as follows:

- Formal reporting and statutory matters;
- Investigations into the Company's book and records;
- Preparation and filing of the confidential report on the directors' conduct to the Insolvency Service and resulting correspondence with the Insolvency Service,
- Pursuing recovery of the sale consideration in connection with the goodwill;
- Additional meeting held with the director and Mr Summersby; and
- Investigations into Mr Summersby's loan account balance and the resulting strategy conversations between the Joint Liquidators and their staff.

Some of this additional work does not give direct financial benefit to the creditors, but we have to undertake it in order to meet our requirements under the insolvency legislation and the Statements of Insolvency Practice, which sets out required practice that we must follow. Even as a result of this additional work, on current information we do not envisage being able to pay a dividend to unsecured creditors after consideration of the level of the costs and expenses of the liquidation.

The hourly charge-out rates of CCW Recovery Solutions' staff remain unchanged over the course of this matter, as set out below:

	From 11/12/2015 to date
Partner (office holder)	£300
Director	£250
Senior Manager	£210
Manager	£180
Assistant Manager	£165
Senior Administrator	£150
Administrator	£110
Trainee/ Support staff	£60

A sheet setting out charge-out rates and disbursements applicable for the duration of the liquidation since the Joint Liquidators' appointment is attached, together with details of how to obtain guides to insolvency practitioners' fees and best practice, as well as our complaints procedure.

Should you require hard copies of any of the electronic documents referred to, please contact this office.

A summary of the work undertaken in the liquidation is as follows, which should be read in conjunction with the time cost summary at Appendix II:

1. Administration and Planning
 - Preparing documentation required.
 - Dealing with all routine correspondence.
 - Maintaining physical case files and electronic case details on case management system.
 - Case bordereau.
2. Statutory Matters
 - Preparing the documentation and dealing with the formalities of appointment
 - Statutory notifications and advertising.
 - Preparing reports to the member and creditors.
3. Case Accounting
 - Maintaining and managing the Liquidators' cashbook and bank account.

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- Ensuring statutory lodgements and tax lodgement obligations are met.
- 4. Strategy/Case Review
 - Case planning.
 - Periodic case reviews.
- 5. Tax & VAT
 - Dealing with HM Revenue & Customs ("HMRC") correspondence.
 - Submission of Tax & VAT forms to HMRC for the liquidation period.
 - Assessment of capital gains on the sale of the goodwill
- 6. Legal / Litigation
 - Letter of instruction to solicitors drafted.
 - Communications with a firm of solicitors regarding an instruction.
- 7. Investigations
 - Reviewing and storage of books and records.
 - Preparing a return pursuant to the Company Directors Disqualification Act.
 - Correspondence with the Insolvency Service.
 - Searches undertaken in connection with the Company's former trading premises and connected properties.
 - Correspondence with the Company's accountants regarding financial information.
- 8. Realisation of Assets
 - Recovery of the sale consideration for goodwill.
 - Correspondence with the Agent instructed to deal with the Company's assets.
 - Recovery of cash in hand balance.
 - Recovery of cash at bank balance, including interest.
 - Investigations and exchanges with Mr Summersby regarding his loan account.
- 9. Creditors (incorporating employees, petitioning creditor, preferential and unsecured creditors)
 - Dealing with creditor correspondence and telephone conversations.
 - Preparing reports to creditors.
 - Maintaining creditor information on electronic case management system.
 - Reviewing the unsecured creditors' claims.

Joint Liquidators' Disbursements

Our total disbursements to the date of this report amount to £586.52 plus VAT, as summarised below:

Category 1 disbursements – Statutory advertising £448.53, premium for Insolvency Practitioners' bond £40, HM Land Registry search fees £21, document upload fee on the Creditor Gateway £20 and postage £40.99.

Category 2 disbursements – photocopying £16.

No disbursements have been discharged during the whole of the liquidation period to 10 December 2017 or in the period since the anniversary date.

The expenses we have incurred in this liquidation have exceeded the total expenses estimated when our remuneration was authorised by creditors on 5 February 2016

In this regard the premium charged for the specific bond amount has increased to £40 after the bond level was changed to £25,000 after accounting for Mr Summersby's loan account.

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In addition, photocopying charges of £16, together with HM Land Registry search fees of £21, were not provided for within the original estimate of liquidation expenses.

Assets still to be realised

Loan to Connected Party

The Statement of Affairs listed a loan to a connected party with a book value of £68,223 and an uncertain estimated to realise value.

The book value was taken from the last filed accounts for the year to 30 September 2014 and the connected party is Mr Summersby. Mr Summersby is the sole shareholder and a former director of the Company.

Prior to the commencement of the liquidation, the Company's accountants were engaged to prepare management information for the period from 1 October 2014 to 30 September 2015 (being the date the Company ceased trading), to determine the current balance due to the Company by Mr Summersby. The accountants' fee in the sum of £800 plus VAT was paid as an expense of the liquidation for the completion of this work.

At the date of this report, we are continuing to assess the final position in relation to the balance due. Mr Summersby has provided certain documentation, which suggests that no balance is outstanding.

We will continue to review the financial transactions entered into by the Company so that the loan amount can be verified, with any outstanding balance to be pursued from Mr Summersby for the benefit of the liquidation, if appropriate.

Liabilities

Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies showed that no mortgages have been registered.

Preferential Creditors

The director's Statement of Affairs showed that the Company had no preferential creditors, with all employees having transferred to ABD Group under TUPE.

Prescribed Part

There are provisions of the insolvency legislation that require a liquidator to set aside a percentage of a company's assets for the benefit of the unsecured creditors in cases where the company gave a "floating charge" over its assets to a lender on or after 15 September 2003. This is known as the "prescribed part of the net property" ("prescribed part"). A company's net property is that left after paying the preferential creditors, but before paying the lender who holds a floating charge. Any costs of the liquidation that are payable before the Liquidator has reached a position to make a distribution to the floating charge holder have to be deducted from floating charge realisations before arriving at an amount for the "net property" of the company. As a result, the costs associated with realising floating charge assets, paying preferential claims in full, the general costs of winding up and the costs of confirming the validity of the floating charge will have to be deducted before the "net property" is calculated. The "prescribed part" that the Liquidator then has to set aside for unsecured creditors is:

- 50% of the first £10,000 of the net property; and
- 20% of the remaining net property up to a maximum of £600,000

As there are no charges registered over the assets of the Company, the prescribed part provisions will not apply.

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Crown Creditors

The director's Statement of Affairs included sums due to HMRC of £84,403 for PAYE/National Insurance/Corporation Tax and £61,248 for VAT.

HMRC's final claim of £194,423 for PAYE, NIC, Corporation Tax and VAT has been received.

Unsecured Creditors

The director's Statement of Affairs listed seven unsecured creditors with an estimated total liability of £28,723. We have received claims from five unsecured creditors totalling £20,814 to date.

No additional claims have been made by creditors since our appointment that were not included on the Statement of Affairs.

Dividend Prospects

Preferential and Secured Creditors

As mentioned above, there are no known preferential or secured claims against the Company

Crown Creditors / Unsecured Creditors

On present information, subject to the anticipated level of realisations being achieved and after the costs of liquidation, it remains unlikely that there will be sufficient realisations to permit a dividend to be paid to the unsecured creditors.

Investigation

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

At the date of this report we have not identified any other potential asset recoveries that can be made, other than the shareholder's loan referred to above.

Within three months of our appointment, we are required to submit a confidential report to the Secretary of State to include any matters which have come to our attention during the course of our work which may indicate that the conduct of any past or present director would make him or her unfit to be concerned with the management of the company. We confirm this obligation has been complied with.

Further Information

The following agents and accountants have been utilised in this matter:

<u>Professional Advisor</u>	<u>Nature of Work</u>	<u>Fee Arrangement</u>
A & N Chartered Accountants	Accountancy services	Fixed rate of £80 per hour on a time cost basis
Marriott & Co	Valuer	Fixed fee of £300 plus VAT

The choice of professionals 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. The fees charged have been reviewed and we are satisfied that they are reasonable in the circumstances of this case.

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

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidators' fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

Summary

The liquidation will remain open until Mr Summersby's loan account position has been fully resolved and the Joint Liquidators' investigations are concluded.

Creditors will be notified once the liquidation is in a position to be brought to a close either in a final draft report or in the Joint Liquidators' future annual reports.



Mark Newman
Joint Liquidator

Dated: 6 February 2018

Mark Newman and Vincent John Green are licensed to act as Insolvency Practitioners in the UK by the Insolvency Practitioners Association

**ABD Construction Limited
(In Liquidation)**

Appendix I

Joint Liquidators' Summary of Receipts and Payments

RECEIPTS	Statement of Affairs (£)	From 11/12/2015 To 10/12/2016 (£)	From 11/12/2016 To 10/12/2017 (£)	Total (£)
Goodwill	5,000.00	5,000.00	0.00	5,000.00
Cash in Hand	1,595.00	1,595.20	0.00	1,595.20
Cash at Bank		4.54	0.00	4.54
Bank Interest Gross		2.43	1.10	3.53
Loan To Connected Party	Uncertain	0.00	0.00	0.00
		6,602.17	1.10	6,603.27
PAYMENTS				
Preparation of S. of A.		4,000.00	0.00	4,000.00
Agents/Valuers Fees (1)		300.00	0.00	300.00
Accountancy Fees		800.00	0.00	800.00
Trade & Expense Creditors	(28,723.00)	0.00	0.00	0.00
HM Revenue & Customs - Tax	(84,403.00)	0.00	0.00	0.00
HM Revenue & Customs - VAT	(61,248.00)	0.00	0.00	0.00
Ordinary Shareholder	(1.00)	0.00	0.00	0.00
		5,100.00	0.00	5,100.00
Net Receipts/(Payments)		1,502.17	1.10	1,503.27
MADE UP AS FOLLOWS				
Bank 1 Current - METRO		482.17	1,021.10	1,503.27
VAT Receivable / (Payable)		1,020.00	(1,020.00)	0.00
		1,502.17	1.10	1,503.27

ABD Construction Limited (in Liquidation)

Time Cost Summary from 11 December 2015 to 10 December 2017

	Partner	Manager	Senior Administrator	Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
General Administration							
Case General Administration	0 00	4 55	10 90	0 00	15 45	2,478 00	160 39
Statutory Matters	0 85	9 90	12 80	0 00	23 55	3,970 50	168 60
Case Accounting	0 00	1 15	5 20	0 15	6 50	887 50	136 54
Strategy/Case Review	0 35	5 15	22 35	0 00	27 85	4,401 75	158 05
Tax & VAT	0 20	1 35	5 20	0 00	6 75	1,099 50	162 89
Legal / Litigation	0 00	0 00	1 60	0 00	1 60	240 00	150 00
Investigations							
SIP 2 / CDDA	0 10	9 45	13 70	0 00	23 25	3,940 50	169 48
Antecedent Transactions	0 00	3 50	1 20	0 00	4 70	915 00	194 68
Creditors							
Unsecured Creditors	0 00	0 40	1 40	0 00	1 80	294 00	163 33
Realisation of Assets							
Goodwill	0 40	5 65	2 90	0 00	8 95	1,658 25	185 28
Connected Party Loan	0 00	3 05	6 80	0 00	9 85	1,618 50	164 31
Motor Vehicles	0 00	0 00	1 10	0 00	1 10	165 00	150 00
Other	0 00	0 30	1 60	0 00	1 90	303 00	159 47
Total Hours	1 90	44 45	86 75	0 15	133 25		164 89
Total Cost						21,971 50	

Joint Liquidators' fees drawn in accordance with time cost resolution approved by creditors on 5 February 2016

Nil

Time Cost Summary from 11 December 2017 to 10 December 2017

	Partner	Manager	Senior Administrator	Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
General Administration							
Case General Administration	0 00	0 00	0 30	0 00	0 30	45 00	150 00
Statutory Matters	0 35	0 00	6 70	0 00	7 05	1,110 00	157 45
Case Accounting	0 00	0 00	1 40	0 00	1 40	162 00	115 71
Strategy/Case Review	0 00	1 55	10 35	0 00	11 90	1,855 50	155 92
Tax & VAT	0 20	0 30	3 60	0 00	4 10	660 00	160 98
Legal / Litigation	0 00	0 00	1 60	0 00	1 60	240 00	150 00
Investigations							
SIP 2 / CDDA	0 00	0 00	1 70	0 00	1 70	255 00	150 00
Antecedent Transactions	0 00	1 90	0 00	0 00	1 90	399 00	210 00
Creditors							
Unsecured Creditors	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Realisation of Assets							
Goodwill	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Connected Party Loan	0 00	0 00	1 50	0 00	1 50	225 00	150 00
Motor Vehicles	0 00	0 00	0 00	0 00	0 00	0 00	0 00
Other	0 00	0 30	1 60	0 00	1 90	303 00	159 47
Total Hours	0 55	4 05	28 75	0 00	33 35		157 56
Total Cost						5,254 50	

**FEES ESTIMATE SUMMARY COMPARISON TO
10 DECEMBER 2017**
ABD Construction Limited - In Liquidation
The hourly charge-out rates that will be used on this case are

Partner - Office Holder	300.00
Senior Manager	210.00
Manager	180.00
Assistant Manager	165.00
Senior Administrator	150.00
Administrator/Cashier	110.00
Trainee Administrator/Support Staff	60.00

ADMINISTRATION AND PLANNING

Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Current time taken to undertake the work	Estimated value of the time costs to undertake the work £	Current value of the time costs £	Blended estimate charge out rate to undertake the work £	Blended current charge out rate £
Case accounting	8.50	8.50	1,282.50	887.50		
Case general administration	10.30	15.45	1,545.00	2,475.00		
Property related	2.50	-	439.50	-		
Statutory matters	17.50	23.55	2,917.50	3,970.50		
Strategy/case review	8.00	27.65	1,410.00	4,401.75		
Tax and VAT	3.30	6.75	547.50	1,099.50		
Legal / Litigation	-	1.60	-	240.00		
Total	50.10	81.70	£8,142.00	£13,077.25	£162.51	£160.06

INVESTIGATIONS

Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Current time taken to undertake the work	Estimated value of the time costs to undertake the work £	Current value of the time costs £	Blended estimate charge out rate to undertake the work £	Blended current charge out rate £
SIP2 /CDDA	9.20	23.25	1,530.00	3,940.50		
Antecedent Transactions	-	4.70	-	915.00		
Total	9.20	27.95	£1,530.00	£4,855.50	£166.30	£173.72

REALISATION OF ASSETS

Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Current time taken to undertake the work	Estimated value of the time costs to undertake the work £	Current value of the time costs £	Blended estimate charge out rate to undertake the work £	Blended current charge out rate £
Goodwill	2.00	8.95	712.50	1,658.25		
Connected Party Loan	5.00	9.85	915.00	1,618.50		
Cash in Hand	1.00	-	183.75	-		
Motor Vehicles	-	1.10	-	165.00		
Other	-	1.90	-	303.00		
Total	7.00	21.80	£1,627.50	£3,744.75	£232.50	£171.78

CREDITORS

Description of the tasks to be undertaken in this category of work	Estimated time to be taken to undertake the work	Current time taken to undertake the work	Estimated value of the time costs to undertake the work £	Current value of the time costs £	Blended estimate charge out rate to undertake the work £	Blended current charge out rate £
Unsecured creditors	5.00	1.80	870.00	294.00		
Total	5.00	1.80	£870.00	£294.00	£174.00	£163.33

GRAND TOTAL FOR ALL CATEGORIES OF WORK	71.30	133.3	£12,169.50	£21,971.50	£170.68	£164.89
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CCW RECOVERY SOLUTIONS

CHARGE-OUT RATES AND DISBURSEMENTS

The table below sets out the charge-out rates utilised by CCW Recovery Solutions for charging staff time:-

Partner	£300 per hour
Director	£250 per hour
Senior Manager	£210 per hour
Manager	£180 per hour
Assistant Manager	£165 per hour
Senior Administrator	£150 per hour
Administrator	£110 per hour
Trainee/support staff	£60 per hour

It should be noted that the above rates may increase from time to time over the period of the administration of each insolvency case, but this information will be included in periodic statutory reports to creditors. The above rates are effective from 1 April 2015. Time is charged in six minute units.

Category 1 disbursements will be charged at the actual cost at which they are incurred, for example statutory advertising and records storage.

Category 2 disbursements, that is those which are paid to CCW Recovery Solutions, will be on the following basis, once the appropriate approval has been obtained:-

Photocopying	Re-charged at 10p per sheet
Internal room hire	Charged at £50 per meeting held in house
Company searches	£15 per corporate case
Mileage	Charged at 45 pence per mile

GUIDES TO FEES AND BEST PRACTICE

Further information relating to insolvency practitioners' fees and their required practice published by the Association of Business Recovery Professionals can be found on the Insolvency Practitioners Association website: www.insolvency-practitioners.org.uk.

Hover over Regulation and Guidance located to the right of the option ribbon on the home page and select "Creditors Guides to Fees". This information is also relevant to members of companies in both solvent liquidations and insolvency procedures.

The option of Regulation and Guidance will display the following information, and the relevant guide in this case is (**Liquidators Fees (October 2015)**) under **Guides for England & Wales**.

The Guides form appendices to Statement of Insolvency Practice 9, which sets out required practice for insolvency practitioners. The full text of SIP9 can be found in the Regulation and Guidance area of the *Insolvency Practitioners Association website* by clicking onto the link to SIPs on the left hand side of the ribbon then select England and Wales and SIP9.

General

All partners acting as insolvency practitioners are licensed to do so in the UK by the Insolvency Practitioners Association. CCW Recovery Solutions is a trading style of Crowe Clark Whitehill LLP, a Limited Liability Partnership registered in England and Wales with registered number OC 307043, and whose VAT registration number is GB/974 8680 58. The registered office is at St. Bride's House, 10 Salisbury Square, London EC4Y 8EH.

1 February 2016

**PROVISION OF SERVICES REGULATIONS SUMMARY SHEET FOR
CCW RECOVERY SOLUTIONS
(A trading style of Crowe Clark Whitehill LLP)**

The following information is designed to draw the attention of interested parties to the information required to be disclosed by the Provision of Services Regulations 2009.

Licensing Body

Mark Newman, Vincent John Green and James Patrick Nicholas Martin are all licensed to act as Insolvency Practitioners (IPs) in the United Kingdom by the Insolvency Practitioners Association.

Mark Newman is a Fellow of the Insolvency Practitioners Association, Vincent Green is a Member of the Insolvency Practitioners Association, James Martin is a Member of the Institute of Chartered Accountants in England and Wales and a Member of the Insolvency Practitioners Association.

CCW Recovery Solutions is a firm member of the Insolvency Practitioners Association. Crowe Clark Whitehill LLP is authorised and regulated by the Financial Conduct Authority.

Rules Governing Actions

All IPs are bound by the rules of their professional body, including any that relate specifically to insolvency. The rules of the Insolvency Practitioners Association can be found at www.insolvency-practitioners.org.uk. In addition, IPs are bound by Statements of Insolvency Practice (SIPs), details of which can be found at <https://www.r3.org.uk/what-we-do/publications/professional/statements-of-insolvency-practice>.

Ethics

All IPs are required to comply with the Insolvency Code of Ethics and a copy of the Code can be found at www.insolvency-practitioners.org.uk/regulation-and-guidance/ethics-code.

Complaints

At CCW Recovery Solutions we always strive to provide a professional and efficient service. However, we recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. As such, should you have any comments or complaints regarding the administration of a particular case then in the first instance you should contact the IP acting as office holder.

If you consider that the IP has not dealt with your comments or complaint appropriately you should then put details of your concerns in writing to our complaints officer, Mark Newman at CCW Recovery Solutions, 4 Mount Ephraim Road, Tunbridge Wells, Kent TN1 1EE. This will then formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of a senior partner unconnected with the appointment.

Most disputes can be resolved amicably either through the provision of further information or following negotiations. However, in the event that you have exhausted our complaints procedure and you are not satisfied that your complaint has been resolved or dealt with appropriately, you may complain to the regulatory body that licences the insolvency practitioner concerned. Any such complaints should be addressed to The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds, LS11 9DA, and you can make a submission using an on-line form available at www.gov.uk/complain-about-insolvency-practitioner; or you can email insolvency.enquiryline@insolvency.gsi.gov.uk; or you may phone 0300 678 0015 - calls are charged at up to 10p per minute from a land line, or for mobiles, between 3p and 55p per minute if you're calling from the UK.

Professional Indemnity Insurance

Crowe Clark Whitehill LLP's professional indemnity insurer is Markel International Insurance Co Limited of The International Underwriting Association, London Underwriting Centre, 3 Minster Court, Mincing Lane, London EC3R 7DD. The territorial coverage of the insurance is worldwide with certain restrictions on a claim brought in respect of professional business in the United States of America or Canada.

VAT

Crowe Clark Whitehill LLP is registered for VAT under registration no. GB/974 8680 58.