

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

FRIDAY



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A23

15/12/2023

#49

COMPANIES HOUSE

### 1 Company details

Company number 0 7 7 9 0 7 4 5

Company name in full JORDAN MOTOR SERVICES LIMITED

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

### 2 Liquidator's name

Full forename(s) EILEEN THERESA FRANCES

Surname SALE

### 3 Liquidator's address

Building name/number SALE SMITH & CO LIMITED

Street INDUCTA HOUSE

FRYERS ROAD

Post town BLOXWICH, WALSALL

County/Region WEST MIDLANDS

Postcode W S 2 7 L Z

Country

### 4 Liquidator's name

Full forename(s)

Surname

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

### 5 Liquidator's address

Building name/number

Street

Post town

County/Region

Postcode

Country

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

LIQ03

Notice of progress report in voluntary winding up

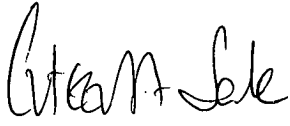
**6** Period of progress report

From date	d 1	d 1	m 1	m 0	y 2	y 0	y 2	y 2	
To date	d 1	d 0	m 1	m 0	y 2	y 0	y 2	y 3	

**7** Progress report

<input checked="" type="checkbox"/> The progress report is attached	
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**8** Sign and date

Liquidator's signature	<div>Signature</div> <div>X  X</div>	
Signature date	<div>d 0</div> <div>d 7</div> <div>m 1</div> <div>m 2</div> <div>y 2</div> <div>y 0</div> <div>y 2</div> <div>y 3</div>	

# 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

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone



### Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



### Important information

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



### Where to send

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

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



### Further information

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

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

# Sale Smith & Co. Ltd.

Inducta House, Fryers Road, Bloxwich, Walsall, West Midlands. WS2 7LZ.  
Telephone: 01922 624777 Email: admin@salesmith.co.uk

Business Recovery and Insolvency

**TO ALL MEMBERS AND CREDITORS**

**PRIVATE AND CONFIDENTIAL**

Our Ref: SS1570.ETFS.AB.MA.LTRCRS.1223

7th December 2023

Dear Sirs,

**JORDAN MOTOR SERVICES LIMITED  
(IN CREDITORS VOLUNTARY LIQUIDATION)**

I refer to my appointment as Liquidator of the above named company and enclose my annual progress report in accordance with Part 18 of the Insolvency (England & Wales) Rules 2016 together with a copy of my Receipts and Payments Account.

If there are any matters contained within the report upon which you require clarification, please do not hesitate to contact me.

Yours faithfully,

For and on behalf of Jordan Motor Services Limited  
(In Creditors Voluntary Liquidation)



Eileen T F Sale FIPA  
Liquidator



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# **JORDAN MOTOR SERVICES LIMITED**

**(IN CREDITORS' VOLUNTARY LIQUIDATION)**

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Liquidator's first Progress Report  
For the Period 11th October 2022 to 10th October 2023

Pursuant to Section 104A(1) of the Insolvency Act 1986 (as amended)  
And Rule 18.3 of the Insolvency (England & Wales) Rules 2016

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**PRIVATE & CONFIDENTIAL**

Liquidator: Eileen T F Sale FIPA, of Sale Smith & Co. Limited, Inducta House,  
Fryers Road, Bloxwich, Walsall, West Midlands, WS2 7LZ

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## **Content**

- 1 Administration and Planning
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- 3 Realisation of Assets
- 4 Creditors (Including Dividend Prospects)
- 5 Fees and Expenses
- 6 Creditors’ Rights
- 7 Opting Out Provision and Opting Out Receiving Documents
- 8 Other Matters (Including Ethics and GDPR)
- 9 Conclusion

## **Appendices**

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- Appendix II – Receipts and Payments account for the period 11/10/2022 to 10/10/2023
- Appendix III - Detailed list of work undertaken in the period
- Appendix IV - Expenses summary for period 11/10/2022 to 10/10/2023

## **Additional Information**

Further information about creditors’ rights can be obtained by visiting the creditors’ information micro-site by R3 at [www.creditorinsolvencyguide.co.uk/](http://www.creditorinsolvencyguide.co.uk/). Also, a copy of the R3 guidelines in respect of Insolvency Practitioners’ fees relating to relating to creditors’ voluntary liquidations is available at the link <https://www.r3.org.uk/what-we-do/publications/professional/fees>. Please note that there are different versions of the Guidance Notes, and in respect of this case you should refer to the 2021 version. If you are unable to access or download the guide, a hard copy of this document can be obtained on request from this office free of charge.

## **1 ADMINISTRATION AND PLANNING**

### **Statutory information**

Statutory information can be found at Appendix I.

The Liquidator is required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards.

Eileen T F Sale FIPA is authorised to act as an Insolvency Practitioner in the UK by the Insolvency Practitioner Association. There has been no change in office holder since the date of liquidation.

### **Reporting**

The Liquidator has met her statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

During the Review Period, the following key documents have been issued:

- i) Notification of the outcome of the Decision in relation to the appointment of the Liquidator;
- ii) S100 Report to creditors dated 28th October 2022;
- iii) This progress report;

This report provides an update on the conduct of the Liquidation for the period 11th October 2022 to 10th October 2023, as required by Section 104A(1) of the Insolvency Act 1986 (as amended) and Rule 18.3 of the Insolvency (England and Wales) Rules 2016. It contains details of progress made, the expected outcome for creditors and other information that the Liquidator is required to disclose and should be read in conjunction with my previous report to creditors.

### **Other administration tasks**

During the Review Period, the following material tasks in this category were carried out:

- i) Statutory and Compliance Duties including reviewing and maintaining the adequacy of the Liquidator’s Bond (this is insurance required by statute that every insolvency office holder has to obtain for the protection of each estate;
- ii) Informing all relevant persons at the commencement of the liquidation, including filing statutory documents at Companies House and meeting statutory advertising requirements;

- iii) Preparation and completion of case reviews, case checklists and file notes to ensure liquidation is progressing efficiently, effectively and in line with the statutory requirements;
- iv) Obtaining, listing and reviewing Company books and records;
- v) Investigative matters including collecting and analysing the company Bank account;
- vi) Maintaining and managing the Liquidator’s estate bank account and cashbook, including regular bank reconciliations,
- vii) Administrative tasks including dealing with all routine correspondence and emails relating to the case, and general filing;

### **Work to be Undertaken**

The majority of this work derives no financial benefit for creditors. However, this work is required in order to ensure that the case is administered in accordance with regulatory requirements.

- i) Administration and planning: Completing case strategy notes and general case filing. Review case to ensure all matters have been finalised.
- ii) Reporting: Obtain clearance from HMRC. Issue Final Account to creditors and file documents with Registrar of Companies.
- iii) Statutory and Compliance: Case monitoring and statutory compliance, internal case reviews. Release of bordereaux.  
Storage of administration records.

## **2 ENQUIRIES AND INVESTIGATIONS**

During the Review Period, the Liquidator carried out an initial review of the Company’s affairs in the period prior to appointment. This included seeking information and explanations from the director by means of questionnaires and interviews; making enquiries of the Company’s accountants; reviewing information received from creditors; and collecting and examining the Company’s bank statements, accounts and other records.

The director has provided the books and records and a completed questionnaire, as well as a Statement of Affairs.

### **Company Directors’ Disqualification Act**

In accordance with the Company Directors Disqualification Act 1986, a report on the conduct of the directors of the company has been submitted to the Department for Business, Energy and Industrial Strategy (BEIS) in respect of the director’s handling of the affairs of the company. As this is a confidential report, the Liquidator is not able to disclose the contents.

### **Investigations**

In accordance with the best practice directives of SIP 2 “Investigations by Office Holders in Administrations and Insolvent Liquidations,” the Liquidator has undertaken assessments to ascertain whether there are potential areas of recoveries for the estate or matters of public interest requiring furthermore detailed investigation. This work was



also carried out with the objective of making an initial assessment of whether there were any matters which may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to, or who have past dealings with, the Company.

Specifically, work carried out involved recovering, listing and reviewing the company’s accounting records. Obtaining and reviewing copy bank statements prior to the company ceasing to trade from the company’s bank and comparing the information in the company’s last set of accounts with that contained in the Statement of Affairs lodged in the liquidation and making enquiries about the reasons for the changes.

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

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

### **3 REALISATION OF ASSETS**

A summary of Liquidator’s Receipts & Payments Account in this matter for the period 11th October 2022 to 10th October 2023 is attached at Appendix II.

There have been no realisations in the winding up proceedings and all statutory costs etc, have been borne by this firm.

#### **Transactions with connected parties**

In accordance with Statement of Insolvency Practice 13 (“SIP 13”), the Office Holder is required to disclose to creditors the details of any asset sold by the Liquidator to connected parties.

SIP13 defines a “connected party” wider than the legal definition. It includes “a person with any connection to the directors, shareholders or secured creditors of the company or their associates”. SIP13 requires “a proportionate and sufficiently detailed justification of why a sale to a connected party was undertaken, including the alternatives considered”. It also requires disclosure regarding the agents used, i.e., whether they were appropriate, independent and held adequate professional indemnity insurance, and if they were not, then the rationale for using other/no agents and an explanation as to why the office holder was satisfied with any other valuation.

Having regard for the SIP13 principles mentioned above, the Liquidator can confirm that no such sales were made to any party, including connected parties, during the course of her administration of the company’s affairs.

### **4 CREDITORS**

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Liquidator has had to carry out certain tasks as detailed above in Section 1, also, at Appendix III there are further details of the necessary work undertaken in

this liquidation in accordance with best practice guidelines. The following sections advise of anticipated outcomes to creditors and if any distributions are to be paid to creditors.

### **Secured creditors**

An examination of the company's mortgage register held by the Registrar of Companies showed that the company has not granted any charges over its assets.

### **Preferential creditors**

#### **Employee claims**

Crown Preference in relation to VAT and PAYE was abolished in 2003 and consequently, in the majority of cases, preferential creditors claims relate to certain liabilities in respect of unpaid wages, holiday pay and pension contributions only.

The relevant information for employees to submit claims has been forwarded to the Redundancy Payments Office and information and help has been given to employees to enable them to submit their claims online.

<u>Creditor</u>	<u>Per Statement of Affairs</u> £	<u>Claim Received</u> £
Wages & Holiday Pay	2,558	-
	<u>£2,558</u>	<u>£Nil</u>

### **Secondary Preferential Creditors**

Following the Finance Act 2020 gaining Royal Assent on 22 July 2020 HMRC will become a secondary preferential creditor to certain debts in insolvencies with effect from 1st December 2020: -

Value Added Tax (VAT)  
Pay As You Earn Income Tax (PAYE)  
Employee National Insurance contributions (NICs)  
Students Loan repayments  
Construction Industry Scheme deductions (CIS)

PAYE/NIC (employee contribution) deductions that were withheld by a business from funds claimed from the Coronavirus Job Retention Scheme fall within the secondary preferential claim.

If sufficient funds were to be available, any of the above liabilities owed by the company will be paid after the preferential creditors have been paid in full.

<u>Creditor</u>	<u>Per Statement of Affairs</u> £	<u>Claim Received</u> £
HM Revenue & Customs (PAYE/NIC/VAT)	14,962	-
	<u>£14,962</u>	<u>£Nil</u>

### **Prescribed Part**

Under the provisions of Section 176A of The Insolvency Act, the Liquidator must report on the amount of funds distributed or likely to be distributed to unsecured creditors in respect of the prescribed part. The provision only applies where the company has granted a floating charge to any creditor after 15th September 2003 and with surplus realisations after full payment to preferential creditors. The prescribed part must be made available to the unsecured creditors and the basis of this calculation is as detailed below: -

50% of the first £10,000 of the net property and;  
20% of the remaining net property up to a maximum of £600,000. Where a relevant floating charge was created on or after 6th April 2020, this maximum increases to £800,000.

The Company has not granted a floating charge to any creditor after 15 September 2003 and consequently there will be no requirement to set aside a prescribed part in this Liquidation.

### **Unsecured creditors**

Certain creditors’ claims remain outstanding, however, the following claims have been received to date: -

<u>Creditor</u>	<u>Per Statement of Affairs</u> £	<u>Claim Received</u> £
Trade & Expense Creditors	9,052	405.48
Lloyds Bank Plc	55,702	56,551.13
Director’s Loan Account	1,800	1,800.00
Redundancy & Payments in Lieu	24,912	-
	<u>£91,466</u>	<u>£58,756.61</u>

Please note that these figures are indicative only and should not be used as the sole or principal basis for any bad debt provision or other purposes. Further non-preferential creditors’ received claims may subsequently cause revision, increase and/or additional costs.

The Liquidator has collated and acknowledged (where requested) the claims of the ordinary unsecured creditors, however, the unsecured claims have not been formally adjudicated upon at the date of this Report.

### **Dividend prospects**

Without prejudice to the final outcome of the matters relating to the administration of the winding up proceedings and, based on information to date, the Liquidator considers there will be insufficient realisations to discharge in full all costs of the proceedings. In the circumstances, there is little likelihood of a distribution to any class of creditor in this matter.

## **5 FEES AND EXPENSES**

### **Pre-Appointment Costs**

The board previously authorised the payment of a fee in the sum of £5,000 plus VAT for the assistance with preparing the Statement of Affairs and convening the decision procedure of the creditors.

Full payment has been made by way of third party prior to liquidation in respect of my firm’s fee for assistance to the director with the preparation of the Statement of Affairs and the deemed consent procedure to place the company into creditors voluntary liquidation. No other costs of any nature were required prior to the formal liquidation appointment.

### **The Liquidator’s fees**

It is the firm’s practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day routine administration on cases which is progressed by the case manager and, ultimately, the Office Holder then oversees the work undertaken. Where the issues are complex and litigious, the work will be undertaken by the case manager and closely supervised by the Office Holder appointed.

The basis of the Liquidator’s fees was approved by creditors on 2nd December 2022 in accordance with the following resolutions: -

“That the Liquidator’s fees be fixed at a set amount of £20,000, unless there is a matter of substantial change in the circumstances from those considered at the onset of the winding up proceedings.”

“That the Liquidator be authorised to recover all Category 2 disbursements, internal costs and expenses in dealing with the Liquidation.”

Based on present information, the company has insufficient assets to enable the payment of any fees or disbursements from the estate.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Liquidator considers that the original fees and expenses summary is unlikely to be exceeded. Given the lack of realisations in this case, the Liquidator does not propose to draw fees in excess of the fixed fees approved by creditors. The Liquidator

will review the position as regards fees in the event that there is a material and substantial change in circumstances and advise accordingly.

The Liquidator has not utilised the services of any sub-contractors on the administration of this case.

Correspondence has been forwarded to all creditors previously, requesting nominations for Members of Liquidation Committee, as required by Rule 6.19 of the Insolvency (England & Wales) Rules 2016 and none have been received. In the circumstances, no Liquidation Committee has been established in the winding-up proceedings.

### **Expenses**

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

The expenses that have been incurred and not yet paid during the period are detailed on Appendix IV.

Creditors’ approval is not required for necessary external expenses paid to independent third parties as disclosed. These expenses are recoverable in full from the estate without the prior approval of creditors either by a direct payment from the estate, or by a recharge of the amount invoiced by the third party. Payments made in respect of the above are defined as “Category 1 expenses”.

In respect of Category 2 expenses, in accordance with the revised provisions of Statement of Insolvency Practice 9 (“SIP9”), with effect from 1st April 2021, office holders will not be allowed to draw payment for them from the estate after 1 April 2021 under the revised SIP, even if officeholder’s have already obtained approval for Category 2 expenses.

No Category 2 Expenses have been drawn by this firm after 1st April 2021.

### **Use of Associates**

With effect from 1st April 2021, the Liquidator is also required to disclose to those responsible for approving her remuneration whether any payments intended to make from an insolvency estate are to Associates of Sale Smith & Co. Ltd. The term ‘Associates’ is defined in S435 of the Insolvency Act 1986. Payments to Associates are subject to the same level of approval as the office holder’s fees and category 2 expenses.

The Liquidator is also required to consider the substance or likely perception of any association between her appointment, her practice or an individual within the practice and the recipient of a payment. The Liquidator is not aware of any third parties used during the liquidation who meet the legal definition of “Associate” or any perceived association.

## **6 CREDITORS’ RIGHTS**

Under Rule 18.9 of the Insolvency Rules, 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 Liquidator’s remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

Under Rule 18.34 of the Rules, 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 Liquidator’s 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.

Unless the court orders otherwise the costs of the application must be paid by the applicant and are not payable as an expense of the winding up.

## **7 OPTING OUT PROVISION AND OPTING OUT RECEIVING DOCUMENTS**

### **Opting out Provision**

Creditors also have the option of ‘Opting Out’ from the receipt of our documentation, whether physical or electronic, at any time, unless the Insolvency Act requires that we must communicate with you by statute. In the circumstances, should you wish to ‘opt-out’ of any future communication, please advise us accordingly.

Please note opting-out will not affect the creditor’s entitlement to receive dividends should any be paid to creditors. There are also certain documents that opted-out creditors will continue to receive.

## **8 OTHER MATTERS**

### **EC REGULATIONS (Whether Proceedings are Main Proceedings or Territorial)**

The EC Regulation on Insolvency Proceedings 2000 (“the Regulations”) apply to these proceedings. These are main proceedings as defined by Article 3 of the Regulations as the Company’s centre of main interests and its registered office is located in England and Wales.

### **Code of Ethics**

As an Insolvency Practitioner, I am bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment, as well as the regulations of my professional body. Further information can be found at <http://www.insolvency-practitioners.org.uk/regulation-and-guidance/ethics-code>.

I can confirm that, prior to my appointment, a review of the ethical issues was undertaken, and no threats were identified. During the Review Period, no new threats to compliance with the Code of Ethics have been identified.

To comply with the Provision of Services Regulations, some general information about Sale Smith & Co. Limited, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.salesmith.co.uk/wp-content/uploads/2022/04/2Provisions-of-services-regulations-2009-and-complaints.pdf>.

### **GDPR**

When submitting details of your claim in the liquidation, you may disclose personal data to the Liquidator. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679 as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. The Liquidator act as Data Controller in respect of personal data they obtain in relation to this liquidation and therefore responsible for complying with Data Protection Law in respect of any personal data they process. The Liquidator's privacy notice, which can be found at <https://www.salesmith.co.uk/privacy-policy/>, explains how they process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

## **9 CONCLUSION**

Based on current information, it is anticipated that the administration of the liquidation proceedings will be concluded within the next six months. Formal notice to this effect will be forwarded to all creditors in due course. Accordingly, any creditor who may require further information regarding the content of this report, should not hesitate to contact the Liquidator.

Signed by IP: .....

  
MRS EILEEN T F SALE FIPA

Date: 7<sup>th</sup> DECEMBER 2023

## Appendix I

### STATUTORY INFORMATION

<b>Company Name:</b>	JORDAN MOTOR SERVICES LIMITED
<b>Company Number:</b>	07790745
<b>Date of Incorporation:</b>	28th September 2011
<b>Trading Commenced:</b>	28th September 2011
<b>Trading Ceased:</b>	23rd September 2022
<b>Nature of Business:</b>	Garage Workshop & MOT Station
<b>Registered Office:</b>	<b>Formerly:</b> Church Hill, Station Road, Northfield, Birmingham. B31 3UB
	<b>Changed to:</b> Inducta House, Fryers Road, Bloxwich, Walsall, WS2 7LZ
<b>Trading Address:</b>	Church Hill, Station Road, Northfield, Birmingham. B31 3UB
<b>Directors in last three years:</b>	Mr Lee Fredrick William Giles
	<b>Appointed:</b> 28th September 2011
<b>Debenture Holders:</b>	None
<b>Class of Shares Issued:</b>	Ordinary £1 Share
<b>Share Capital:</b>	1 Ordinary £1 Share
<b>Name of Shareholders:</b>	Mr Lee Fredrick William Giles
	<b>Shares Held:</b> 1 Ordinary £1 Share
<b>Names and company numbers of parent, subsidiary and associated companies</b>	None



**Appendix II**

**COMPANY NUMBER: 07790745**

**JORDAN MOTOR SERVICES LIMITED  
(IN CREDITORS VOLUNTARY LIQUIDATION)**

**SUMMARY OF THE LIQUIDATOR’S RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD 11TH OCTOBER 2022 TO 10TH OCTOBER 2023**

As per  
Statement  
of Affairs  
£

**RECEIPTS**

£

£NIL

£NIL

**PAYMENTS**

£NIL

Eileen T F Sale FIPA  
Liquidator  
7th December 2023

### Appendix III

#### **JORDAN MOTOR SERVICES LIMITED (IN CREDITORS VOLUNTARY LIQUIDATION)**

Below is detailed information about certain tasks undertaken by the Liquidator for the review period 11th October 2022 to 10th October 2023.

<b>General Description</b>	<b>Brief Summary</b>
<b><i>Statutory compliance, Administration and Planning</i></b>	
Statutory/advertising	Review of director’s Statement of Affairs Advertising in accordance with statutory requirements Bonding the case for the value of the assets Periodic review of bonding requirements to ensure that creditors are appropriately protected Filing of documents to meet statutory requirements including annual receipts and payments Post-liquidation deregistration formalities
Document maintenance/file review/checklist	Filing of documents Periodic file reviews documenting strategy Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Maintenance of the estate cash book Preparation of periodic receipts and payments accounts for inclusion in statutory reports.
Planning / Review	Discussions regarding strategies to be pursued
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	Conducting online checks to identify whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified
Post-Appointment Creditor’s Decisions	Preparation of fees and expenses estimates in accordance with Insolvency (Amendment) Rules 2015. Convening a decision of the creditors to agree fees and expenses with appropriate body of creditors. Collate and examine proofs and proxies/votes to conclude decisions Reporting on outcome of voting
Reports	Circulating initial report to creditors upon appointment Preparing annual progress report, investigation, and general reports to creditors Disclosure of sales to connected parties

General Description	Brief Summary
<b><i>Investigations</i></b>	
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 Reviewing questionnaires submitted by creditors and directors Liaising with creditor(s) and solicitors with regards to present position Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service
<b><i>Realisation of Assets</i></b>	
	This involves work in realising assets of the company which are known and stated in the Statement of Affairs. Correspondence with Bank
<b><i>Creditors</i></b>	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post Exchanges with government departments
Dealing with proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Filing POD when not related to a dividend

## Appendix IV

### **JORDAN MOTOR SERVICES LIMITED (IN CREDITORS VOLUNTARY LIQUIDATION)**

#### Expenses summary for period 11th October 2022 to 10th October 2023

In accordance with Statement of Insolvency Practice 9 (SIP9) expenses are categorised as Category 1 (direct expenses) and Category 2 (indirect expenses) as follows: -

#### **Category 1 Expenses:**

Where there is specific expenditure relating to the administration of the insolvent’s affairs and referable to payment to an independent third party, are treated as expenses recoverable without prior approval of creditors. In this statement these are referred to as ‘category 1 expenses.’

Type and purpose	Amount incurred in reporting period (£)	Amount drawn in reporting period (£)
Statutory Advertising	207.00	
Insolvency Bond	75.90	
Postage	42.31	
<b>Total</b>	<b>£325.21</b>	<b>£Nil</b>

**Statutory Advertising** – This represents the costs for the publishing of statutory advertising in the London Gazette in respect of the virtual meetings of the members and creditors, the notice of the appointment of the Liquidators and to creditors to submit their claims in the liquidation.

**Insolvency Bond** – This is insurance required by statute that every office holder has to obtain for the protection of each estate, with the premium based on the value of the company’s assets, as required by the Insolvency Practitioners Regulations 2005.

**Postage/ Franking** – This is the cost of posting documents which are directly attributable to a case, calculated in accordance with applicable supplier rates and dependent on the number of pages and whether the document is sent by international, first or second class post.

#### **Category 2 Expenses:**

Prior to 1st April 2021, Category 2 expenses incurred by the firm and recharged to the estate. They are not attributed by an independent third party and are recoverable in full from the estate, subject to the basis of the disbursement charge being approved by creditors in advance.

Type and purpose	Amount incurred in reporting period (£)	Amount drawn in reporting period (£)
Storage of Company Records (1 box)	40.00	
Storage of Administration Records	60.00	
Stationery & Printing	72.00	
<b>Total</b>	<b>£172.00</b>	<b>£Nil</b>

The storage of company's books and records are at the Insolvency Practitioner's own storage facility. The books and records will be stored in banker's boxes and a storage fee will be charged at the rate of £10 per box per quarter (13 weeks). This charge covers the transportation of records from the company's premises, storage retrieval of books and records in storage for administration purposes and the destruction of such books and records on the first anniversary of completion of the Insolvency administration.

The storage of company's working papers is at the Insolvency Practitioner's own storage facility. The files will be stored in banker's boxes and a storage fee will be charged at the rate of £10 per annum. This charge covers the administration costs of archiving and retrieval of documents.

All circulars will be sent out by first class post where applicable, and the actual postage cost will be charged as an expense to the estate. In respect of circulars, stationery is charged at 10p per copy paper.

In accordance with the revised provisions of Statement of Insolvency Practice 9 ("SIP9"), which takes effect from 1st April 2021 relates to all relevant insolvency cases, i.e. including existing open cases, not only to new appointments from that date.

Therefore, even if officeholder's have already obtained approval for Category 2 expenses they will not be allowed to draw payment for them from the estate after 1 April 2021 under the revised SIP.

Accordingly, No Category 2 Expenses have been drawn by this firm after 1st April 2021.