

In accordance with
Rule 6.28 of the
Insolvency (England &
Wales) Rules 2016 and
Section 106(3) of the
Insolvency Act 1986.

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

TUESDAY



ABXBED80

A14

14/02/2023

#74

COMPANIES HOUSE

1 Company details

Company number 0 7 9 3 9 8 1 2

Company name in full Comprehensive Management Services Limited

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

2 Liquidator's name

Full forename(s) Gareth

Surname Howarth

3 Liquidator's address

Building name/number Flint Glass Works

Street 64 Jersey Street

Post town Manchester

County/Region

Postcode M 4 6 J W

Country

4 Liquidator's name ①

Full forename(s)

Surname

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

5 Liquidator's address ②

Building name/number

Street

Post town

County/Region

Postcode

Country

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

LIQ14

Notice of final account prior to dissolution in CVL

6

Liquidator's release

☐ Tick if one or more creditors objected to liquidator's release.

7

Final account

☒ I attach a copy of the final account.

8

Sign and date

Liquidator's signature

Signature

X

GAL

X

Signature date

^d

1

^d

6

^m

0

^m

1

^y

2

^y

0

^y

2

^y

3

LIQ14

Notice of final account prior to dissolution in CVL



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 **Phillip Lawrence**

Company name **Path Business Recovery Limited**

Address
Flint Glass Works
64 Jersey Street

Post town **Manchester**

County/Region

Postcode **M 4 6 J W**

Country

DX

Telephone **0161 413 0999**



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

Comprehensive Management Services Limited
(In Liquidation)
Liquidator's Abstract of Receipts & Payments
From 18 November 2021 To 16 January 2023

| Statement of Affairs | | £ | £ |
|-------------------------|-------------------------------|-------------|---------------|
| | HIRE PURCHASE | | |
| 52,000.00 | Motor Vehicles (4) | 43,000.00 | |
| (34,621.00) | Lombard North Central Plc | (35,018.37) | |
| | | | 7,981.63 |
| | ASSET REALISATIONS | | |
| NIL | Plant & Machinery | NIL | |
| NIL | Book Debts | 2,333.81 | |
| | Contribution to costs | 3,600.00 | |
| | Bank Interest Gross | 0.18 | |
| | | | 5,933.99 |
| | COST OF REALISATIONS | | |
| | Specific Bond | 190.00 | |
| | Preparation of S. of A. | 3,000.00 | |
| | Office Holders Fees | 3,006.65 | |
| | Insurance (Open Cover) | 120.96 | |
| | Agents/Valuers Fees (1) | 2,470.34 | |
| | Agents/Valuers Fees (2) | 921.90 | |
| | Legal Fees (1) | 1,280.00 | |
| | Counsel Fee | 450.00 | |
| | VAT | 2,220.77 | |
| | Statutory Advertising | 255.00 | |
| | | | (13,915.62) |
| | PREFERENTIAL CREDITORS | | |
| (5,531.26) | Employee Arrears/Hol Pay | NIL | |
| | | | NIL |
| | UNSECURED CREDITORS | | |
| (27,680.00) | Trade & Expense Creditors | NIL | |
| (31,824.24) | Employees - 6 | NIL | |
| (45,000.00) | Royal Bank of Scotland - BBL | NIL | |
| | | | NIL |
| | DISTRIBUTIONS | | |
| 1.00 | Ordinary Shareholders | NIL | |
| | | | NIL |
| (92,655.50) | | | (0.00) |
| | REPRESENTED BY | | |
| | | | NIL |

Note:

**Comprehensive Management Services Limited
(In Liquidation)
Liquidator's Abstract of Receipts & Payments
From 18 November 2021 To 16 January 2023**

**Statement
of Affairs**
£

£

£



Gareth Howarth
Liquidator

FINAL ACCOUNT

**COMPREHENSIVE MANAGEMENT SERVICES LIMITED - IN CREDITORS' VOLUNTARY
LIQUIDATION**

Content

- Executive Summary
- Administration and Planning
- Enquiries and Investigations
- Realisation of Assets
- Creditors
- Ethics
- Fees and Expenses
- Creditors' Rights
- EU Regulations
- Conclusion

Appendices

- Appendix I - Statutory Information
- Appendix II – Receipts and Payments account for the review period 18 November 2021 to 16 January 2023
- Appendix III - Detailed list of work undertaken in the whole period 18 November 2021 to 16 January 2023
- Appendix IV - Time costs summary for the whole period 18 November 2021 to 16 January 2023 and comparison with original estimate
- Appendix V - Expenses summary cumulative for the whole period 18 November 2021 to 16 January 2023 & comparison with original estimate

EXECUTIVE SUMMARY

A summary of key information in this report is detailed below.

Assets

| Asset | Estimated to realise per Statement of Affairs | Realisations to date | Anticipated future realisations | Total anticipated realisations |
|--------------------|--|-----------------------------|--|---------------------------------------|
| Motor Vehicles (4) | £52,000.00 | £43,000.00 | Nil | £43,000.00 |
| Book Debts | Nil | £2,333.81 | Uncertain | £2,333.81 |

Expenses

| Expense | Amount fees per and expenses estimates | Expense incurred to date | Anticipated further expense to closure | Total anticipated expense |
|--------------------------|---|---------------------------------|---|----------------------------------|
| Statement of Affairs Fee | £3,000.00 | £3,000.00 | Nil | £3,000.00 |
| Liquidator's Time Costs | £6,445.00 | £7,392.50 | Nil | £7,392.50 |
| Liquidator's Fees | £6,445.00 | £3,006.65 | Nil | £3,006.65 |
| Agents' Fees | £1,500.00 | £3,392.24 | Nil | £3,392.24 |
| Legal Fees | Nil | £1,730.00 | Nil | £1,730.00 |
| All other expenses | £745.21 | £745.21 | Nil | £745.21 |

Dividend prospects

| Creditor class | Distribution / dividend paid to date | Anticipated distribution / dividend, based upon the above |
|------------------------|---|--|
| Preferential creditors | Nil | Nil |
| Unsecured creditors | Nil | Nil |

Closure

There are no further matters in the liquidation to be progressed and the liquidation may now be concluded.

ADMINISTRATION AND PLANNING

Statutory information

Statutory information may 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. A detailed list of these tasks may be found in Appendix III.

Reporting

The Liquidator has met his 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:

- The Director's Report presented to creditors upon appointment;
- This progress report.

Other administration tasks

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

- Case reviews
- Statutory advertising
- Document maintenance/file review/checklist
- Bank account administration
- Planning / Review
- Books and records / storage

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(s) by means of a questionnaire; 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 directors provided the books and records and a completed questionnaire.

The information gleaned from this process enabled the Liquidator to meet their statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service.

This work was also carried out with the objective of making an initial assessment of whether there were any matters that 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.

This initial assessment revealed matters that the Liquidator considered merited further investigation. Upon review of the bank statements, the Liquidator identified several transactions relating to wages which required further supporting documentation. While this information was

not forthcoming from the Director, it was deemed to not be commercially viable to pursue this matter further.

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.

REALISATION OF ASSETS

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found at Appendix III. The Liquidator formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

Motor Vehicles

The statement of affairs listed that the Company also owned the following 4 motor vehicles purchased using finance from Lombard North Central Plc;

| Make | Model | Registration | Mileage |
|---------|---------------|--------------|---------|
| Isuzu | D-Max Pick Up | PN19 NKK | 52,860 |
| Hyundai | Tucson | BN68 LZE | 22,050 |
| Hyundai | Tucson | SC68 EXJ | 28,552 |
| Hyundai | i30 | EO14 ABU | 126,203 |

We instructed agents, Griffin Jones Limited (RICS), who assisted with the marketing and sale of these vehicles, realising the sum of £43,000.00. These funds were received into the estate account on 20 December 2021. Lombard North Central Plc were due £35,018.37 in respect of these finance agreements and as such, the net proceed of £7,981.63 have been received for the Liquidator's estate.

Book Debts

Upon appointment, the Liquidator contacted the Company's debt collector, ZZPS Limited who acted for the Company in respect of collecting various unpaid parking fines, requesting the outstanding debtor schedule and the potential of their collectability. The Liquidator was informed that while much were deemed uncollectable, some of fines were continuing to be chased. Over the course of the review period, the sum of £2,333.81 has been transferred into the Liquidator's estate.

While further debts may be recoverable, the Liquidator has deemed that it is no longer commercially viable and instead steps should be made to close the case.

CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Liquidator has had to carry out key tasks which are detailed in the list at Appendix III. The following sections explain the anticipated outcomes to creditors and any distributions paid.

Preferential creditors

Employee claims

6 employees were made redundant on 29 October 2021. The relevant information for employees to submit claims has been made to the Redundancy Payments Office and information and help has been given to employees to enable them to submit their claims online.

The Director's Statement of Affairs listed preferential claims in the sum of £5,531.26. Claims received to date in this regard total £974.84.

No distribution to preferential creditors has been made in the course of the liquidation.

Unsecured creditors

The trade and expense creditors as per the statement of affairs totalled £104,504.24. No claims have been received to date in this regard.

Please be advised that proofs of debt are still being received and therefore the total value of unsecured claims is not known at present.

Dividend prospects

I can confirm that no dividend has been payable to creditors during the course of the liquidation.

Where a floating charge is created after 15 September 2003 a prescribed part of the Company's net property shall be made available to unsecured creditors.

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

ETHICS

Please also be advised that Gareth Howarth is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

General ethical considerations

Prior to the Liquidator's appointment, a review of ethical issues was undertaken, and no ethical threats were identified. A further review has been carried out and no threats have been identified in respect of the management of the insolvency appointment over the Review Period.

FEES AND EXPENSES

Pre-Appointment Costs

Paid by Company/directors or Third party prior to appointment

A fixed fee of £3,000.00 plus VAT was agreed and paid by Philip Kelley, the Director, prior to the appointment of a liquidator.

The Liquidator's fees

The Liquidator sought the following resolutions in respect of his post appointment remuneration.

"That the basis of the Liquidator's fees be fixed by reference to the time properly given by the Liquidator and his staff in attending to matters arising in the Liquidation, such time to be charged at the hourly charge out rates used by the firm at the time when the work is performed, as set out in the Fees and Expenses estimate."

No valid vote was received from creditors and therefore application was made to the High Court of Justice. On 16 February 2022 fee approval was granted in line with the above resolution.

The time costs for the whole period 18 November 2021 to 16 January 2023 total £7,392.50, representing 36.00 hours at an average hourly rate of £205.35.

The sum of £3,006.65 has been drawn on account of time costs incurred. The time costs for the whole period are detailed at Appendix IV.

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 estimate has been exceeded; and
- the original expenses estimate has been exceeded for the following reasons.

The main reason why the original fees and expenses estimate has been exceeded is due to the fees paid to agents for their assistance with a sale of the company's assets and legal fees regarding an application to court in order to seek the approval of the Liquidator's remuneration and the associated excess time costs incurred by these additional tasks.

Disbursements

The disbursements that have been incurred and paid during the period are detailed on Appendix V. Also included in Appendix V is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses exceeded that estimate.

The category 1 disbursements paid for in the whole period 18 November 2021 to 16 January 2023 total £565.95 and are detailed at Appendix II. These represent the simple reimbursement of actual out of pocket payments made in relation to the assignment.

No category 2 disbursements have been paid for in the period 18 November 2021 to 16 January 2023. This type of disbursement may include an element of overhead charges in accordance with the resolution passed by creditors at a meeting held on 18 November 2021. The basis of calculation of this category of disbursement was disclosed to creditors prior to the resolution being passed and is also detailed at Appendix III.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and disbursement policy may be found at www.pathbr.co.uk - Documents. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request.

Other professional costs

Solicitors

Prosperity Law LLP were instructed as legal advisors in relation to an application to court regarding approval of the Liquidator's post appointment remuneration. Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT. The solicitors' fees for the period 18 November 2021 to 16 January 2023 amount to £2,830.00 and they have been paid in full.

Agents and valuers

Griffin James LLP (RICS) were instructed as agents and valuers in relation to provide a valuation and to assist with a sale of the company's assets. Their costs have been agreed based on their standard sales commission rate, plus disbursements and VAT. The agents' fees for the period 18 November 2021 to 16 January 2023 amount to £2,470.34 and they have been paid in full.

ZZPS Limited have been retained as debt collectors regarding various unpaid parking fines. Their fees for the period 18 November 2021 to 16 January 2023 amount to £921.90 and they have been paid in full.

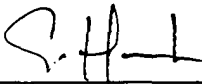
EU REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

The Company's centre of main interest was in the UK as their registered office address and their trading address was Leicester Business Centre, Unit 21, 111 Ross Walk, Leicester, LE4 5HH and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation

CONCLUSION

There are no other matters outstanding, and the affairs of the Company have been fully wound up.

If you require any further information, please contact Philip Lawrence of this office

Signed 
Gareth Howarth
Liquidator

16 January 2023

Appendix I

Statutory Information

| | |
|--------------------------|--|
| Company Name | Comprehensive Management Services Limited |
| Company Number | 07939812 |
| Registered Office | Flint Glass Works, 64 Jersey Street, Manchester, M4 6JW |
| Former Registered Office | Leicester Business Centre, Unit 21, 111 Ross Walk, Leicester, LE4 5HH |
| Officeholder | Gareth Howarth |
| Officeholder's address | Path Business Recovery Limited, Flint Glass Works, 64 Jersey Street, Manchester, M4 6JW |
| Date of appointment | 18 November 2021 |

Appendix II

Receipts and Payments account for the review period 18 November 2021 to 16 January 2023

Comprehensive Management Services Limited
(In Liquidation)
Liquidator's Summary of Receipts and Payments
To 16 January 2023

| RECEIPTS | Statement of Affairs (£) | Total (£) |
|-----------------------|-------------------------------------|------------------|
| Motor Vehicles (4) | 52,000.00 | 43,000.00 |
| Plant & Machinery | NIL | 0.00 |
| Book Debts | NIL | 2,333.81 |
| Contribution to costs | | 3,600.00 |
| Bank Interest Gross | | 0.18 |
| Ordinary Shareholders | 1.00 | 0.00 |
| | | <hr/> |
| | | 48,933.99 |

PAYMENTS

| | | |
|----------------------------------|-------------|-----------|
| Lombard North Central Plc | (34,621.00) | 35,018.37 |
| Specific Bond | | 190.00 |
| Preparation of S. of A. | | 3,000.00 |
| Office Holders Fees | | 3,006.65 |
| Insurance (Open Cover) | | 120.96 |
| Agents/Valuers Fees (1) | | 2,470.34 |
| Agents/Valuers Fees (2) | | 921.90 |
| Legal Fees (1) | | 1,280.00 |
| Counsel Fee | | 450.00 |
| VAT | | 2,220.77 |
| Statutory Advertising | | 255.00 |
| HM Revenue & Customs - PAYE/NICs | | 0.00 |
| HM Revenue & Customs - VAT | | 0.00 |
| Employee Arrears/Hol Pay | (5,531.26) | 0.00 |
| Trade & Expense Creditors | (27,680.00) | 0.00 |
| Employees - 6 | (31,824.24) | 0.00 |
| Royal Bank of Scotland - BBL | (45,000.00) | 0.00 |
| | | <hr/> |
| | | 48,933.99 |

| | | |
|-------------------------|-------|------|
| Net Receipts/(Payments) | <hr/> | 0.00 |
|-------------------------|-------|------|

MADE UP AS FOLLOWS

0.00

Gareth Howarth
Liquidator

Appendix III

Detailed list of work undertaken in the whole period 18 November 2021 to 16 January 2023

Below is detailed information about the tasks undertaken by the Liquidator.

| General Description | Includes |
|---|---|
| Statutory and General Administration | |
| Statutory/advertising | Filing of documents to meet statutory requirements including annual receipts and payments accounts Annual corporation tax returns Quarterly VAT returns Advertising in accordance with statutory requirements Bonding the case for the value of the assets |
| Document maintenance/file review/checklist | Filing of documents Periodic file reviews documenting strategy Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists |
| Bank account administration | Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments |
| Planning / Review | Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case |
| Books and records / storage | Dealing with records in storage Sending job files to storage |
| Pension scheme | Identifying whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified Instructing agents to wind up any pension scheme Liaising and providing information to be able to finalise winding up the pension scheme |
| Reports | Circulating initial report to creditors upon appointment Preparing annual progress report, investigation, meeting and general reports to creditors Disclosure of sales to connected parties Circulating final report to creditors |
| Closure | Review case to ensure all matters have been finalised Draft final report Obtain clearance to close case from HMRC together with submitting final tax return Obtain final accounts from agents solicitors and others instructed |
| Investigations | |
| 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 Reconstruction of financial affairs of the company Reviewing Company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee/creditors or major creditors about further action to be taken |
| Statutory reporting on conduct of director(s) | Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations |
| Realisation of Assets | |
| Debtors | Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers |
| Motor vehicles | Liaising with agents to agree disposal strategy Dealing with potential purchasers Negotiating sales |
| Creditors and Distributions | |
| Creditor Communication | Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator |
| Dealing with proofs of debt | Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend |
| Processing proofs of debt | Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD |

Appendix IV

Time costs summary for the whole period 18 November 2021 to 16 January 2023 and comparison with original estimate

Time Entry - SIP9 Time & Cost Summary

C21 - Comprehensive Management Services Limited
All Post Appointment Project Codes
From: 18/11/2021 To: 16/01/2023

| Classification of Work Function | Partner | Manager | Other Senior Professionals | Assistants & Support Staff | Total Hours | Time Cost (£) | Average Hourly Rate (£) |
|---------------------------------|---------|---------|----------------------------|----------------------------|-------------|---------------|-------------------------|
| Administration & Planning | 1.90 | 3.00 | 0.00 | 6.50 | 11.40 | 1,920.88 | 168.50 |
| Case Specific Matters | 3.50 | 0.00 | 0.00 | 0.00 | 3.50 | 942.50 | 269.29 |
| Creditors | 0.50 | 0.50 | 0.00 | 4.75 | 5.75 | 1,020.62 | 177.50 |
| Investigations | 7.00 | 5.00 | 0.00 | 0.75 | 12.75 | 2,867.50 | 224.90 |
| Realisation of Assets | 2.10 | 0.50 | 0.00 | 0.00 | 2.60 | 641.00 | 246.54 |
| Trading | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Hours | 15.00 | 9.00 | 0.00 | 12.00 | 36.00 | 7,392.50 | 205.35 |
| Total Fees Claimed | | | | | | 3,006.68 | |
| Total Disbursements Claimed | | | | | | 360.00 | |

Summary of chargeout rates for staff members involved with this case.

| Grade Category | Minimum Rate | Maximum Rate |
|----------------------------|--------------|--------------|
| Partner | 260 | 325 |
| Other Senior Professional | 150 | 187.5 |
| Manager | 190 | 237.5 |
| Assistants & Support Staff | 130 | 162.5 |

Time Entry - SIP9 Time & Cost Summary

All Disbursements (Grouped By Analysis Code)

C21 - Comprehensive Management Services Limited
From: 18/11/2021 To: 16/01/2023

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

| Disbursement Description / Analysis Codes | Disbursement Category | Amount |
|---|-----------------------|--------|
| Category 1 Disbursements: (CAT1DISBS :) | Category 1 | 360.00 |
| | Total | 360.00 |

Appendix V

Expenses summary for the whole period 18 November 2021 to 16 January 2023 and comparison with original estimate

Below are details of the Liquidator's expenses for the period under review and the total to date.

| Expenses Category 1 | Original Expenses Estimate | Actual expenses incurred to date | Actual expenses drawn to date |
|---|----------------------------|----------------------------------|-------------------------------|
| Solicitors | Nil | £1,730.00 | £1,730.00 |
| Agents and Valuers (ZZPS Ltd) | Nil | £810.90 | £921.90 |
| Agents and Valuers (Griffin James Ltd) | £1,500.00 | £1,500.00 | £1,500.00 |
| Advertising | £255.00 | £255.00 | £255.00 |
| Postage | £26.50 | £26.50 | Nil |
| Bonding | £190.00 | £190.00 | £190.00 |
| Document Storage | £34.00 | £34.00 | Nil |
| Insurance | £120.96 | £120.96 | £120.96 |
| Total for Category 1 Disbursements | £2,126.46 | £4,717.86 | £4,717.86 |
| Expenses Category 2 | | | |
| Files and indices | £25.00 | £25.00 | Nil |
| Photocopying | £93.75 | £93.75 | Nil |
| Total for Category 2 Disbursements | £118.75 | £118.75 | Nil |

HOURLY CHARGE-OUT RATES OF THE STAFF OF PATH BUSINESS RECOVERY LIMITED AS AT 1 AUGUST 2022:-

| | Pre-1 August 2022 | Post-1 August 2022 |
|-----------------------------|--------------------------|---------------------------|
| | £ | £ |
| Insolvency Practitioner | 260.00 | 325.00 |
| Manager | 190.00 | 237.50 |
| Associate | 150.00 | 187.50 |
| Administrator/Support Staff | 130.00 | 162.50 |
| Cashier | 100.00 | 125.00 |

Minimum charge-out will be in six minute units.

DISBURSEMENTS**Category 1 Disbursements**

These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party.

Examples of equivalent costs that may be reimbursed to the office holders without up lift and do not require prior approval are given below:

| Category | Basis of Charge |
|---------------------|---|
| Indemnity Bond | At cost of mandatory cover required in accordance with the Insolvency Act 1986 for each appointment |
| Insurance of Assets | At cost in relation to asset coverage requirements |
| Company Searches | At cost incurred |
| Travel | All forms other than mileage at actual cost |
| Room Hire | All external venues at actual cost |
| Stationery | At cost incurred |
| Storage Charge | At actual cost incurred for storage (and retrieval, when appropriate) of records |
| Postage | At actual cost charged |
| Other | At actual cost charged |

Category 2 Disbursements

These are costs that are directly referable to the appointment in question but not to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis. In the event of charging for Category 2 disbursements the following items of expenditure are recharged on the basis specified:

| Category | Basis of Charge |
|------------------|--|
| Business Mileage | Motor vehicle at 45p per mile |
| Photocopying | Specific calculation of 25 pence per sheet x number of creditors |
| Facsimiles | £1 for first page and 10 pence for each additional page |

Subcontractors

Details and the cost of any work which has been or is intended to be sub-contracted out that could otherwise be carried out by the office holder or his staff will be provided in any report which incorporates a request for approval of the basis upon which remuneration may be charged.

Professional Advisors

Details of any professional advisor(s) used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery or relevant disbursements. The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

Provision of Services Regulations 2009 – England & Wales

The following information is provided in accordance with our obligations under The Provision of Services Regulations 2009.