

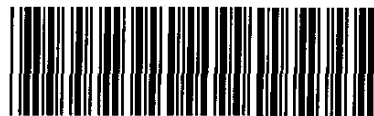
LIQ14

Notice of final account prior to dissolution in CVL



Companies House

FRIDAY



A12 *A7XV9HA1* 25/01/2019 #224
COMPANIES HOUSE

1 Company details

Company number 08059130

Company name in full Harbac Mechanical & Electrical Limited

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

2 Liquidator's name

Full forename(s) David

Surname Moore

3 Liquidator's address

Building name/number Leonard Curtis

Street 6th Floor, Walker House

Exchange Flags

Post town Liverpool

County/Region

Postcode L2 3YL

Country

4 Liquidator's name ①

Full forename(s) John

Surname Titley

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

5 Liquidator's address ②

Building name/number Leonard Curtis

Street 6th Floor, Walker House

Exchange Flags

Post town Liverpool

County/Region

Postcode L2 3YL

Country

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

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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.

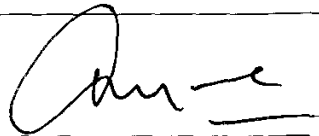
8

Sign and date

Liquidator's signature

Signature

X



X

Signature date

23

01

2019

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

Anthony Bailey

Company name

Leonard Curtis

Address

6th Floor, Walker House

Exchange Flags

Liverpool

Post town

County/Region

Postcode

L

2

3

Y

L

Country

DX

Telephone

0151 556 2790



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



LEONARD CURTIS
BUSINESS RESCUE & RECOVERY

**Harbac Mechanical & Electrical Limited
(In Creditors' Voluntary Liquidation)**

Company Number: 08059130

Former Registered Office: Seymour Chambers, 92 London Road, Liverpool L3 5NW

Trading Address: Unit 6, Priory Street, Priory Industrial Estate, Birkenhead CH41 5JH

**Joint Liquidators' Final Account
pursuant to Section 106(1) of the Insolvency Act 1986 (as amended)
and Rule 18.14 of the Insolvency (England and Wales) Rules 2016**

27 November 2018

**Leonard Curtis
6th Floor, Walker House, Exchange Flags,
Liverpool L2 3YL
Tel: 0151 556 2790 Fax: 0151 556 2791
recovery@leonardcurtis.co.uk**

Ref: I/39/ANB/H782E/1010

Harbac Mechanical & Electrical Limited – In Creditors' Voluntary Liquidation

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- 2 Conduct of the Liquidation
- 3 Receipts and Payments Account
- 4 Outcome for Creditors
- 5 Investigations
- 6 Joint Liquidators' Remuneration, Expenses and Disbursements, and Creditors' Rights
- 7 Other Matters

APPENDICES

- A Summary of Joint Liquidators' Receipts and Payments from 14 January 2016 to 27 November 2018
- B Summary of Joint Liquidators' Time Costs from 14 January 2018 to 27 November 2018
- C Detailed Narrative of Work Performed by the Joint Liquidators and their Staff in the Period
- D Comparison of Categorised Time Costs from 14 January 2016 to 27 November 2018 with Original Fees Estimate
- E Comparison of Joint Liquidators' Expenses from 14 January 2016 to 27 November 2018 with Statement of Likely Expenses
- F Leonard Curtis Policy Regarding Fees, Expenses and Disbursements
- G Notice of Final Account Prior To Dissolution
- H Privacy Notice

TO ALL MEMBERS, CREDITORS AND THE REGISTRAR OF COMPANIES

1 INTRODUCTION

- 1.1 David Moore and John Titley were appointed Joint Liquidators of Harbac Mechanical & Electrical Limited ("the Company") on 14 January 2016.
- 1.2 David Moore and John Titley are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales.
- 1.3 There has been no change in office holder since the date of liquidation.
- 1.4 Pursuant to Section 106(1) of the Insolvency Act 1986 (as amended) ("the Act") and Rule 18.14 of the Insolvency (England and Wales) Rules 2016 (the Rules"), as the Company's affairs have been fully wound up, the Joint Liquidators now present an account of the winding up, showing how the liquidation has been conducted and the Company's property disposed of, the outcome for creditors and other information that the Joint Liquidators are required to disclose.
- 1.5 All figures are stated net of VAT.

2 CONDUCT OF THE LIQUIDATION

- 2.1 The Company's registered office was changed to 6th Floor, Walker House, Exchange Flags, Liverpool L2 3YL on 25 January 2016.

Assets Realised

2.2 Chattel Assets

A sale of the office equipment, plant and stock of the business took place on 14 January 2016 to a company associated by common directors for the sum of £5,000 plus VAT. Full disclosure of the transaction was provided to creditors on 18 January 2016 in the report sent following the outcome of the Section 98 Meeting of Creditors.

Cash at Bank

An amount of £15,087.97 has been realised in respect of the balance with the Company's former bank.

Debtors

The trade debtors were estimated to realise £17,294 in the director's statement of affairs. After considerable time and effort by the joint liquidator and his staff a total of £23,119.54 has been recovered.

3 RECEIPTS AND PAYMENTS ACCOUNT

- 3.1 A summary of the Joint Liquidators' final receipts and payments for the entire liquidation, including details of all receipts and payments for the period from 14 January 2016 to 27 November 2018, is attached at Appendix A.

4 OUTCOME FOR CREDITORS

Secured Creditors

- 4.1 There are no known secured creditors.

Preferential Creditors

- 4.2 As at the date of liquidation, no preferential claims were anticipated.

- 4.3 No claims have been received.

Prescribed Part

- 4.4 To the best of our knowledge and belief, there are no unsatisfied floating charges created or registered on or after 15 September 2003 and consequently no requirement to set aside a 'prescribed part'.

Ordinary Unsecured Creditors

- 4.5 As at the date of liquidation, there were 9 ordinary unsecured creditors, with estimated claims totalling £374,254.
- 4.6 The funds realised have already been distributed or used or allocated for paying the expenses of the liquidation. As a result, there will be no dividend to the ordinary unsecured creditors. Creditors' were notified on 10 March 2017.
- 4.7 The Joint Liquidators have collated and acknowledged (where requested) the claims of the ordinary unsecured creditors, although, in view of the fact that there will be no distribution to this class of creditor, unsecured claims have not been formally agreed.

5 INVESTIGATIONS

- 5.1 As previously reported, following the initial assessment, no detailed investigations were considered to be required by the Joint Liquidators. Nothing further has been brought to the attention of the Joint Liquidators during the period of this report.

6 JOINT LIQUIDATORS' REMUNERATION, EXPENSES AND DISBURSEMENTS, AND CREDITORS' RIGHTS

Remuneration

- 6.1 A fee of £6,000 in respect of the preparation of the statement of affairs was approved by creditors on 14 January 2016. The fee has been drawn in full.
- 6.2 On 14 January 2016, creditors resolved by way of business by correspondence, that the Joint Liquidators' remuneration be payable by reference to time properly given by them and their staff in attending to matters arising in the liquidation as set out in the fees estimate dated 18 January 2016 (for an amount totalling £36,386). The Joint Liquidators' time costs from 14 January 2018 to 27 November 2018 are £4,645, which represents 255 hours at an average hourly rate of £182.16. Attached at Appendix B is a time analysis which provides details of the activity costs incurred by staff grade during the period from 14 January 2018 to 27 November 2018. Total time costs from the commencement of the liquidation amount to £46,070.50.
- 6.3 At Appendix C is a detailed description of work undertaken in the period, attributable to each category of time costs and an explanation of why it was necessary for that work to be performed.
- 6.4 At Appendix D is a comparison of categorised time costs incurred from the commencement of the liquidation to 27 November 2018, and the estimated time costs as per the original fees estimate. You will note that the categories of time costs incurred do not generally exceed those as set out in the fees estimate. The areas where significant variance has occurred are in respect of the Statutory & Review, Planning & Strategy and Post Appointment Creditors Meeting categories.
- 6.5 **Statutory & Review**
Additional work was carried out preparing the directors conduct report.

Planning & Strategy

Additional investigations were carried out that were not envisaged at the time the original fees estimate was prepared.

Post Appointment Creditors Meeting

Additional costs were incurred preparing the revised fees estimate which hadn't been anticipated at the outset.

- 6.6 Fees totalling £35,538.87 have been drawn, £708.87 of which has been drawn during the period 14 January 2018 to 27 November 2018. No further fees will be drawn in this matter.

Expenses and Disbursements

- 6.7 A comparison of the Joint Liquidators' expenses from 14 January 2016 to 27 November 2018 and the Joint Liquidators' statement of likely expenses is attached at Appendix E. To assist creditors' understanding of this information, it has been separated into the following two categories:

- *Standard Expenses*: this category includes expenses payable by virtue of the nature of the liquidation process and / or payable in order to comply with legal or regulatory requirements.
- *Case Specific Expenses*: this category includes expenses likely to be payable by the Joint Liquidators in carrying out their duties in dealing with issues arising in this particular liquidation. Included within this category are costs that are directly referable to the liquidation but are not paid to an independent third party (and which may include an element of allocated costs). These are known as 'category 2 disbursements' and they may not be drawn without creditor approval.

- 6.8 On 12 February 2016, creditors resolved that the Joint Liquidators be authorised to draw category 2 disbursements.

- 6.9 You will note that, in general, the nature and value of expenses incurred to date fall within those anticipated within the original statement of expenses.

- 6.10 Attached at Appendix F is additional information in relation to the firm's policy on staffing, the use of subcontractors, disbursements and details of current charge-out rates by staff grade.

- 6.11 During the liquidation, the following professional advisors and / or subcontractors have been used:

| Name of Professional Advisor | Service Provided | Basis of Fees |
|-------------------------------|--|---------------|
| Robson Kay Associates Limited | Assistance with valuing the Company's assets and dealing with the sale of the assets | Fixed Fee |

Creditors' Rights

- 6.12 Under Rule 18.9 of the Rules, within 21 days of receipt of this report, a secured creditor, or an unsecured creditor with either the concurrence of at least five per cent in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may request in writing that the Joint Liquidators provide further information about their remuneration or expenses which have been itemised in this report.

- 6.13 Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10 per cent in value of the unsecured creditors (including that creditor) or the permission of the court, may within eight weeks of receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question, make an application to court on the grounds that, in all the circumstances, the basis fixed for the Joint Liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the Joint Liquidators, as set out in the progress report, are excessive.

Harbac Mechanical & Electrical Limited – In Creditors' Voluntary Liquidation

- 6.14 Unless the court orders otherwise, the costs of the application shall be paid by the applicant and are not payable as an expense of the liquidation.

7 OTHER MATTERS

Release from Office

- 7.1 The Joint Liquidators will have their release from office when they have sent to the Registrar of Companies a copy of the final account and a statement of whether any of the Company's creditors objected to the Joint Liquidators' release. Such an objection to the Joint Liquidators' release must be received within eight weeks from the date of receipt of the notice attached at Appendix G. Please note, all objections should be made in writing and sent to Anthony Bailey at Leonard Curtis, 6th Floor, Walker House, Exchange Flags, Liverpool, L2 3YL.
- 7.2 In the event that such an objection is received, the Joint Liquidators will apply to the Secretary of State for their release and their release date will be as determined by the Secretary of State.
- 7.3 For your information, a creditor's guide to liquidators' fees, which sets out the rights of creditors and other interested parties under the insolvency legislation, may be accessed via the following link:

<https://www.r3.org.uk/what-we-do/publications/professional/fees>

- 7.4 If you would prefer this to be sent to you in hard copy form, please contact Anthony Bailey of this office on 0151 556 2790.

- 7.5 Creditors are also encouraged to visit the following website, which provides a step by step guide designed to help creditors navigate through an insolvency process:

<http://www.creditorinsolvencyguide.co.uk>

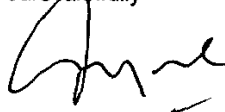
- 7.6 The Joint Liquidators are bound by the Insolvency Code of Ethics, which can be found at:

<https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>

Data Protection

- 7.7 Finally, when submitting details of your claim in the liquidation, you may disclose personal data to the Joint Liquidators. 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 Joint Liquidators act as Data Controllers in respect of personal data they obtain in relation to this liquidation and are therefore responsible for complying with Data Protection Law in respect of any personal data they process. The Joint Liquidators' privacy notice, which is attached to this report at Appendix H, 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.

Yours faithfully



DAVID MOORE
JOINT LIQUIDATOR

David Moore and John Titley are authorised to act as insolvency practitioners in the UK by the Institute of Chartered Accountants in England and Wales under office holder numbers 7510 and 8617, respectively

APPENDIX A

SUMMARY OF JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS FROM 14 JANUARY 2016 TO 27 NOVEMBER 2018

| | Estimated to realise £ | Previous periods £ | This period £ | Cumulative £ |
|---|---------------------------|-----------------------|------------------|------------------|
| RECEIPTS | | | | |
| Debtors | 17,294.00 | 23,119.54 | - | 23,119.54 |
| Plant, Machinery, Stock & Equipment | 5,000.00 | 5,000.00 | - | 5,000.00 |
| Cash at Bank | 14,700.00 | 15,087.97 | - | 15,087.97 |
| Deposit Interest Net | - | 16.19 | - | 16.19 |
| | 36,994.00 | 43,223.70 | - | 43,223.70 |
| PAYMENTS | | | | |
| Liquidators' remuneration | | 34,830.00 | 708.87 | 35,538.87 |
| Agents Fees & Expenses | | 1,041.20 | - | 1,041.20 |
| Disbursements – CAT 1 | | | | |
| Statutory Advertising | | 236.25 | - | 236.25 |
| Mail Redirection | | 160.00 | - | 160.00 |
| ID Check Fee | | 15.00 | - | 15.00 |
| Software Licence Fee | | 87.00 | - | 87.00 |
| Bond Fee | | 90.00 | - | 90.00 |
| Companies House Search | | 2.00 | - | 2.00 |
| Web Hosting Fee | | 21.00 | 7.00 | 28.00 |
| Storage Fees | | 0.24 | 16.74 | 16.98 |
| Costs of Creditors Meeting | | 6,000.00 | - | 6,000.00 |
| | | 42,482.69 | 732.61 | 43,215.30 |
| BALANCE IN HAND | | 741.01 | 732.61 | 8.40 |
| ESTIMATED FUTURE PAYMENTS | | | | |
| Category 1 Disbursements (Creditor Web) | | | | 7.00 |
| Irrecoverable VAT | | | | 1.40 |
| | | | | 8.40 |
| FINAL BALANCE IN HAND | | | | - |

APPENDIX B

SUMMARY OF JOINT LIQUIDATORS' TIME COSTS FROM 14 JANUARY 2018 TO 27 NOVEMBER 2018

| | Manager 2 | | Administrator 2 | | Administrator 4 | | Total | | Average Hourly Rate £ |
|--------------------------------|-----------|-----------|-----------------|-----------|-----------------|-----------|-------|-----------|--------------------------------|
| | Units | Cost £ | Units | Cost £ | Units | Cost £ | Units | Cost £ | |
| Statutory & Review | 4 | 128.00 | - | - | 115 | 1,725.00 | 119 | 1,853.00 | 155.71 |
| Receipts & Payments | - | - | 9 | 207.00 | 15 | 225.00 | 24 | 432.00 | 180.00 |
| Insurance | - | - | - | - | 3 | 45.00 | 3 | 45.00 | 150.00 |
| General Administration | - | - | - | - | 13 | 195.00 | 13 | 195.00 | 150.00 |
| Post Appointment Credits Mfngs | - | - | 85 | 1,955.00 | 11 | 165.00 | 96 | 2,120.00 | 220.83 |

| | | | | | | | | |
|-------|---|--------|----|----------|-----|----------|-----|----------|
| Total | 4 | 128.00 | 94 | 2,162.00 | 157 | 2,355.00 | 255 | 4,645.00 |
|-------|---|--------|----|----------|-----|----------|-----|----------|

| | | | | |
|-------------------------|--------|--------|--------|--------|
| Average Hourly Rate (£) | 320.00 | 230.00 | 150.00 | 182.16 |
|-------------------------|--------|--------|--------|--------|

All Units are 6 minutes

APPENDIX C

DETAILED NARRATIVE OF WORK PERFORMED BY THE JOINT LIQUIDATORS AND THEIR STAFF IN THE PERIOD

Statutory and Review

This category of activity encompasses work undertaken for both statutory and case-management purposes. Whilst this work will not directly result in any monetary value for creditors, it will ensure that the case is managed efficiently and resourced appropriately, which will be of benefit to all creditors. The work to be carried out under this category will comprise the following:

- Case-management reviews. These will be carried out periodically throughout the life of the case. As the case progresses, six monthly reviews are undertaken to ensure that the case is progressing as planned.
- Review of time costs data to ensure accurate posting of time and to ensure compliance with Statement of Insolvency Practice 9.
- Review of work carried out by more junior members of staff to ensure quality of work and adherence to standards, legislation and best practice.
- Completion of closing procedures at the end of the case.

Receipts and Payments

This category of work will not result in a direct financial benefit for creditors; however, close monitoring of case bank accounts is essential to ensure that bank interest is maximised where possible, estate expenses are properly managed and kept to a minimum and amounts payable to creditors are identified and distributed promptly.

- Management of case bank account(s) to ensure compliance with relevant risk management procedures.
- Regular review of the accounts by senior member of staff to ensure that fixed and floating charge assets have been properly identified.
- Preparation of periodic receipts and payments accounts for inclusion in statutory reports.
- Timely completion of all post-appointment tax and VAT returns.
- Managing estate expenses.

Insurance, Bonding and Pensions

Insolvency Practitioners are obliged to comply with certain statutory requirements when conducting their cases. Some of these requirements are in place to protect Company assets (see insurance and bonding matters below), whilst requirements in respect of Company pension schemes are there to protect the pension funds of Company employees. Whilst there is no direct financial benefit to Company creditors in dealing with these, close control of case expenditure is crucial to delivering maximum returns to the appropriate class of creditor.

- Periodic review of bonding requirements to ensure that creditors are appropriately protected. The bond is reviewed upon each large receipt of monies into the case and also at three month intervals in accordance with best practice.

General Administration

- General planning matters.
- Setting up and maintaining the liquidators' records.
- Arranging collection and storage of Company records.
- Dealing with general correspondence and communicating with directors and shareholders.

Post-Appointment Creditors' Meetings

- Preparation of revised fees estimate and statement of expenses in accordance with Insolvency (Amendment) Rules 2015.
- Convening a meeting by correspondence to agree fees estimate with appropriate body of creditors.
- Reporting on outcome of voting.

APPENDIX D

COMPARISON OF CATEGORISED TIME COSTS FROM 14 JANUARY 2016 TO 27 NOVEMBER 2018 WITH ORIGINAL FEES ESTIMATE

| | FEES ESTIMATE | | | INCURRED TO 27 NOVEMBER 2018 | | | VARIANCE |
|------------------------------------|---------------|-----------|-------------|------------------------------|-----------|-------------|------------|
| | Total | | | Total | | | |
| | Units | Cost | Average | Units | Cost | Average | |
| | No | £ | hourly rate | No | £ | hourly rate | Cost |
| | | | £ | | | £ | £ |
| Statutory and review | 229 | 5,751.00 | 251.14 | 396 | 9,297.50 | 234.79 | (3,546.50) |
| Receipts and payments | 74 | 1,515.00 | 204.73 | 88 | 1,711.00 | 194.43 | (196.00) |
| Insurance, bonding and pensions | 15 | 332.50 | 221.67 | 5 | 75.00 | 150.00 | 257.50 |
| Assets | 147 | 5,535.50 | 376.56 | 152 | 5,650.50 | 371.74 | (115.00) |
| Liabilities | 48 | 1,887.50 | 393.23 | 48 | 1,731.00 | 360.63 | 156.50 |
| General Administration | 88 | 2,695.00 | 306.25 | 99 | 2,882.50 | 291.16 | (187.50) |
| Appointment | 25 | 1,125.00 | 450.00 | 25 | 1,125.00 | 450.00 | 0.00 |
| Planning & Strategy | 66 | 1,850.00 | 280.30 | 131 | 4,222.50 | 322.33 | (2,372.50) |
| Post Appointment Creditors Meeting | 177 | 4,790.00 | 270.62 | 316 | 8,021.00 | 253.83 | (3,231.00) |
| Investigations | 306 | 10,904.50 | 356.36 | 316 | 11,354.50 | 359.32 | (450.00) |
| | 1,175 | 36,386.00 | 309.67 | 1,546 | 45,620.50 | 295.09 | (9,234.50) |

APPENDIX E

COMPARISON OF JOINT LIQUIDATORS' EXPENSES FROM 14 JANUARY 2016 TO 27 NOVEMBER 2018 WITH
STATEMENT OF LIKELY EXPENSES

Standard Expenses

| Type | Charged by | Description | Estimated Amount £ | Total Amount Incurred to Date £ | Amount Incurred in This Period £ | Amount Paid £ | Amount Unpaid £ |
|-----------------------|------------------------------|--|-----------------------|------------------------------------|-------------------------------------|------------------|--------------------|
| AML Checks | Business Tax Centre | Electronic client verification | 15.00 | 15.00 | Nil | 15.00 | Nil |
| Bond Fee | AUA Insolvency Risk Services | Insurance bond | 90.00 | 90.00 | Nil | 90.00 | Nil |
| Company Searches | Companies House | Extraction of company information from Companies House | 15.00 | 2.00 | Nil | 2.00 | Nil |
| Document Hosting | Pelstar | Hosting of documents for creditors | 7.00 | 28.00 | 7.00 | 28.00 | Nil |
| Software Licence Fee | Pelstar | Case management system licence fee | 87.00 | 87.00 | Nil | 87.00 | Nil |
| Statutory Advertising | Courts Advertising | Advertising | 315.00 | 236.25 | Nil | 236.25 | Nil |
| Mail Redirections | Royal Mail | | 160.00 | 160.00 | Nil | 160.00 | Nil |
| Storage Costs | Auctus | Storage of books and records | 25.00 | 16.98 | 13.76 | 16.98 | Nil |
| | | Total standard expenses | 714.00 | 635.23 | 20.76 | 635.23 | Nil |

Case Specific Expenses

| Type | Charged by | Description | Estimated Amount £ | Total Amount Incurred to Date £ | Amount Incurred in This Period £ | Amount Paid £ | Amount Unpaid £ |
|-------------------|-------------------------------|---|-----------------------|------------------------------------|-------------------------------------|------------------|--------------------|
| Professional Fees | Douglas Fairless Partnership | Assistance with Statement of Affairs | Nil | 850.00 | Nil | 850.00 | Nil |
| Agents Fees | Robson Kay Associates Limited | Assistance with preparing a valuation of the Company's assets and dealing with the sale of the assets | 1,041.20 | 1,041.20 | Nil | 1,041.20 | Nil |
| | | Total case specific expenses | 1,041.20 | 1,891.20 | Nil | 1,891.20 | Nil |

LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS**LEONARD CURTIS POLICY REGARDING FEES, EXPENSES AND DISBURSEMENTS**

The following Leonard Curtis policy information is considered to be relevant to creditors:

Staff Allocation and Charge Out Rates

We take an objective and practical approach to each assignment which includes active director involvement from the outset. Other members of staff will be assigned on the basis of experience and specific skills to match the needs of the case. Time spent by secretarial and other support staff on specific case related matters, e.g. report despatching, is not charged.

Where it has been agreed by resolution that the office holders’ remuneration will be calculated by reference to the time properly given by the office holders and their staff in attending to matters as set out in a fees estimate, then such remuneration will be calculated in units of 6 minutes at the standard hourly rates given below. In cases of exceptional complexity or risk, the insolvency practitioner reserves the right to obtain authority from the appropriate body of creditors that their remuneration on such time shall be charged at the higher complex rate given below.

With effect from 6 January 2014 the following hourly charge out rates apply to all assignments undertaken by Leonard Curtis:

| 6 Jan 2014 onwards | Standard | Complex |
|--------------------|----------|---------|
| | £ | £ |
| Director | 450 | 562 |
| Senior Manager | 410 | 512 |
| Manager 1 | 365 | 456 |
| Manager 2 | 320 | 400 |
| Administrator 1 | 260 | 325 |
| Administrator 2 | 230 | 287 |
| Administrator 3 | 210 | 262 |
| Administrator 4 | 150 | 187 |
| Support | 0 | 0 |

Office holders’ remuneration may include costs incurred by the firm’s in-house legal team, who may be used for non-contentious matters pertaining to the insolvency appointment.

Subcontractors

Where we subcontract out work that could otherwise be carried out by the office holder or his/her staff, this will be drawn to the attention of creditors in any report which incorporates a request for approval of the basis upon which remuneration may be charged. An explanation of why the work has been subcontracted out will also be provided.

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 of 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.

Expenses

We are required to provide creditors with an estimate of the expenses we expect to be incurred in respect of an assignment and report back to them on actual expenses incurred and paid in our periodic progress reports. There are two broad categories of expenses: standard expenses and case specific expenses. These are explained in more detail below:

- a) Standard Expenses – this category includes expenses which are payable in order to comply with legal or regulatory requirements and therefore will generally be incurred on every case. They will include:

Harbac Mechanical & Electrical Limited – In Creditors' Voluntary Liquidation

| Type | Description | Amount | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------|---|--|------|-----------|----------------|-----|--------|-------|-----|-------|-------|-----|-------|-------|-----|-------|-------|-----|--------|-------|-----|--------|-------|-----|----------------------------------|--|
| AML checks | Electronic client verification in compliance with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 | £5.00 plus VAT per individual | | | | | | | | | | | | | | | | | | | | | | | | |
| Bond / Bordereau fee | Insurance bond to protect the insolvent entity against and losses suffered as a result of the fraud or dishonesty of the IP | £10.00 to £1,200.00 dependent on value of assets within case | | | | | | | | | | | | | | | | | | | | | | | | |
| Company searches | Extraction of company information from Companies House | £1.00 per document unless document can be accessed via the free service | | | | | | | | | | | | | | | | | | | | | | | | |
| Document hosting | Hosting of documents for creditors/shareholders | <table> <tr> <th>Type</th><th>First 100</th><th>Every addtl 10</th></tr> <tr> <td>ADM</td><td>£14.00</td><td>£1.40</td></tr> <tr> <td>CVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>MVL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CPL</td><td>£7.00</td><td>£0.70</td></tr> <tr> <td>CVA</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>BKY</td><td>£10.00</td><td>£1.00</td></tr> <tr> <td>IVA</td><td colspan="2">£10 p.a. or £25 for life of case</td></tr> </table> | Type | First 100 | Every addtl 10 | ADM | £14.00 | £1.40 | CVL | £7.00 | £0.70 | MVL | £7.00 | £0.70 | CPL | £7.00 | £0.70 | CVA | £10.00 | £1.00 | BKY | £10.00 | £1.00 | IVA | £10 p.a. or £25 for life of case | |
| Type | First 100 | Every addtl 10 | | | | | | | | | | | | | | | | | | | | | | | | |
| ADM | £14.00 | £1.40 | | | | | | | | | | | | | | | | | | | | | | | | |
| CVL | £7.00 | £0.70 | | | | | | | | | | | | | | | | | | | | | | | | |
| MVL | £7.00 | £0.70 | | | | | | | | | | | | | | | | | | | | | | | | |
| CPL | £7.00 | £0.70 | | | | | | | | | | | | | | | | | | | | | | | | |
| CVA | £10.00 | £1.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| BKY | £10.00 | £1.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| IVA | £10 p.a. or £25 for life of case | | | | | | | | | | | | | | | | | | | | | | | | | |
| Post re-direction | Redirection of post from Company's premises to office-holders' address | 0-3 months £204.00 3-6 months £303.00 6-12 months £490.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| Software Licence fee | Payable to software provider for use of case management system | £87.00 plus VAT per case | | | | | | | | | | | | | | | | | | | | | | | | |
| Statutory advertising | Advertising of appointment, notice of meetings etc. - London Gazette - Other | £83.02 plus VAT per advert Dependent upon advert and publication | | | | | | | | | | | | | | | | | | | | | | | | |
| Storage costs | Costs of storage of case books and records | £5.07 plus VAT per box per annum plus handling charges | | | | | | | | | | | | | | | | | | | | | | | | |

- b) Case-specific expenses – this category includes expenses (other than office-holders' fees) which are likely to be payable on every case but which will vary depending upon the nature and complexity of the case and the assets to be realised. They will include:

| Type | Description | Amount |
|----------------------|---|---|
| Agents' fees | Costs of appointed agents in valuing and realising assets | Time costs plus disbursements plus VAT |
| Debt Collection fees | Costs of appointed debt collectors in realising debts | Generally agreed as a % of realisations plus disbursements plus VAT |
| Legal fees | Costs of externally appointed solicitors. Will generally comprise advice on validity of appointment, drafting of sale contracts, advice on retention of title issues and advice on any reviewable transactions. | Time costs plus disbursements plus VAT |
| Other disbursements | See disbursements section below | See disbursements section below |

Disbursements

Included within both of the above categories of expenses are disbursements, being amounts paid firstly by Leonard Curtis on behalf of the insolvent entity and then recovered from the entity at a later stage. These are described as Category 1 and Category 2 disbursements.

- a) 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. These may include, for example, advertising, room hire, storage, postage, telephone charges, travel expenses (excl. mileage), and equivalent costs reimbursed to the office holder or his or her staff. Category 1 disbursements may be drawn without prior approval.
- b) Category 2 disbursements: These are costs that are directly referable to the appointment in question but not to a payment to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis, for example, business mileage. In the event of charging for category 2 disbursements the following items of expenditure are recharged on this basis and are believed to be in line with the cost of external provision:

| | |
|--|---|
| Internal photocopying | 10p per copy |
| General stationery, postage, telephone etc | £100 per 100 creditors/ members or part thereof |
| Storage of office files (6 years) | £81.25 per box |
| Business mileage | 45p per mile |

Category 2 disbursements may be drawn if they have been approved in the same manner as an office holder's remuneration.

**106(1) INSOLVENCY ACT 1986
R6.28 INSOLVENCY (ENGLAND AND WALES) RULES 2016**

NOTICE OF FINAL ACCOUNT PRIOR TO DISSOLUTION

**HARBAC MECHANICAL & ELECTRICAL LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION ("THE COMPANY")
COMPANY NUMBER: 08059130**

NOTICE IS HEREBY GIVEN THAT

It appears to David Moore (IP Number 7510) and John Titley (IP Number 8617) of Leonard Curtis, 6th Floor, Walker House, Exchange Flags, Liverpool, L2 3YL ("the Joint Liquidators") that the Company's affairs are fully wound up.

| | |
|--------------------|--|
| Prescribed Period: | Is the period ending at the later of eight weeks after delivery of this notice or, if any request for information is made by the creditors or any application to the court is made with regard to remuneration and expenses, when that request or application is finally determined. |
|--------------------|--|

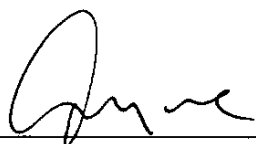
Any creditor may object to the release of the Joint Liquidators by giving notice, in writing, to the Joint Liquidators before the end of the Prescribed Period as detailed above. In the event that such an objection is received, the Joint Liquidators will apply to the Secretary of State for their release and their release date will be as determined by the Secretary of State.

Under Rule 18.9 of the Insolvency (England and Wales) Rules 2016 ("the Rules"), within 21 days of receipt of the Joint Liquidators' Final Account, a secured creditor, or an unsecured creditor with either the concurrence of at least five per cent in value of the unsecured creditors (including the creditor in question), or with the permission of the court, may request, in writing, that the joint liquidators provide further information about their remuneration or expenses which have been itemised in their report.

Under Rule 18.34 of the Rules, any secured creditor, or any unsecured creditor with either the concurrence of at least 10 per cent in value of the unsecured creditors (including that creditor) or the permission of the court, may within eight weeks of receipt of the progress report that first reports the fee basis, the charging of the remuneration or the incurring of the expenses in question, make an application to court on the grounds that, in all the circumstances, the basis fixed for the joint liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred by the joint liquidators, as set out in the progress report, are excessive

The Joint Liquidators will vacate office and be released under Sections 171(7) and 173(2)(e) of the Insolvency Act 1986 (as amended) respectively on delivering a copy of the final account to the Registrar of Companies unless any of the Company's creditors object to their release.

Signed: _____



**DAVID MOORE
JOINT LIQUIDATOR**

Dated: 27 November 2018

Leonard Curtis, 6th Floor, Walker House, Exchange Flags, Liverpool, L2 3YL
0151 556 2790

**LEONARD CURTIS
PRIVACY NOTICE FOR CREDITORS**

Information we collect and hold about you

By requesting details of your claim in this insolvency, we may collect Personal Data from you, particularly if you are a consumer creditor, a sole trader or are lodging a claim in your personal capacity.

Personal Data is information relating to a living individual. Whenever Personal Data is processed, collected, recorded, stored or disposed of it must be done within the terms of the General Data Protection Regulation ("the GDPR"). Examples of Personal Data include but may not be limited to your name, address, telephone number and email contact details.

If you do not provide us with the information we require, this may adversely affect our ability to deal with your claim, but we would ask you not to submit more Personal Data than we request from you.

Legal justification for processing your Personal Data

The processing of your Personal Data by us is necessary to enable us to comply with legal obligations under the Insolvency Act 1986 and associated legislation which we are subject to as Insolvency Practitioners.

How we use your information

All information you supply to us is required to enable us to comply with our duties under the Insolvency Act 1986 and associated legislation. It will be used to enable us to assess the extent of the insolvent entity's liabilities, to allow you to vote on any decision procedures, to enable us to communicate with you, to process your claim and to pay any dividends which may be due to you from the insolvent estate.

Who we share your information with

We may be required to share some of your Personal Data with other creditors. The data which will be shared with other creditors will be limited to that specifically required to be disclosed under insolvency legislation.

We may share some of your information with our Data Processors. Data Processors include solicitors, accountants and employment law specialists who assist us with our duties where required. We will only share your information with our Data Processors if we require their specialist advice. All of our Data Processors are subject to written contracts with us to ensure that your Personal Data is processed only in accordance with the GDPR.

How long will we hold your Personal Data for?

We will need to hold your Personal Data for a period of time after the insolvency has been concluded. This is to enable us to deal with any queries which might arise. Our Records Management Policy requires us to destroy our physical files 6 years after closure of the case. Electronic data files will be removed from our Case Management System 6 years after conclusion of the case but may be held on our server for a longer period of time but with restricted access.

Your rights in respect of your Personal Data

You have the right to request access to your Personal Data and to require it to be corrected or erased. You also have the right to request a restriction in the way we process your Personal Data or to object to its processing. You should be aware however that we may not be able to comply with your request if this would affect our ability to comply with our legal obligations.

You have the right to Data Portability. This is a right to have the Personal Data we hold about you to be provided to you in a commonly used and machine-readable format so that you can transfer that Data to another organisation in a way that is not too onerous to upload the Data.

Your right to complain

Harbac Mechanical & Electrical Limited – In Creditors' Voluntary Liquidation

You have the right to be confident that we are handling your Personal Data responsibly and in line with good practice. If you have a concern about the way we are handling your Personal Data you should contact our Privacy Manager in the first instance.

If you are unable to resolve your concerns with us, you have the right to complain to the Information Commissioners' Office. The Information Commissioner can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK6 5AF or on 0303 123 1113.

Contacting us

If you have any questions relating to the processing of your Personal Data, please write to our Privacy Manager at Leonard Curtis, Level 5, The Grove, 248A Marylebone Road, London NW1 6BB Alternatively our Privacy Manager can be contacted by telephone on 0207 535 7000 or by email: privacy@leonardcurtis.co.uk.

Data Controller: LEONARD CURTIS