

In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986.

LIQ03

Notice of progress report in voluntary winding up



Companies House

FRIDAY



A12 *A89KMG7V* 12/07/2019 #124
COMPANIES HOUSE

1 Company details

Company number 0 8 1 4 0 5 5 9

Company name in full Spa Beautiful UK Limited

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

2 Liquidator's name

Full forename(s) Martin

Surname Halligan

3 Liquidator's address

Building name/number Wentworth House

Street 122 New Road Side

Post town Horsforth

County/Region Leeds

Postcode L S 1 8 4 Q B

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.

LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

From date	^d 3	^d 1	^m 0	^m 5	^y 2	^y 0	^y 1	^y 8
To date	^d 3	^d 0	^m 0	^m 5	^y 2	^y 0	^y 1	^y 9

7 Progress report

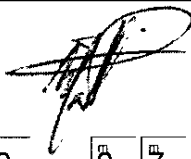
☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X



X




Signature date

^d 1	^d 0	^m 0	^m 7	^y 2	^y 0	^y 1	^y 9
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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	Harpreet Basi
Company name	Live Recoveries Limited
Address	Wentworth House
	122 New Road Side
Post town	Horsforth
County/Region	Leeds
Postcode	L S 1 8 4 Q B
Country	
DX	
Telephone	0844 870 9251
	Checklist
We may return forms completed incorrectly or with information missing.	
Please make sure you have remembered the following:	
<input type="checkbox"/> The company name and number match the information held on the public Register. <input type="checkbox"/> You have attached the required documents. <input type="checkbox"/> 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	

Spa Beautiful UK Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 31/05/2018 To 30/05/2019 £	From 31/05/2018 To 30/05/2019 £
	ASSET REALISATIONS		
	Bank Interest Gross	0.51	0.51
	Cash at Bank	472.25	472.25
Uncertain	Fixtures & Fittings	NIL	NIL
		472.76	472.76
	COST OF REALISATIONS		
	Preparation of S. of A.	472.76	472.76
		(472.76)	(472.76)
	UNSECURED CREDITORS		
(30,000.00)	Angela Marie Smith	NIL	NIL
(30,000.00)	Catherine Whelan	NIL	NIL
(1.00)	HM Revenue & Customs - CT	NIL	NIL
(285.00)	HM Revenue & Customs - PAYE/NIC	NIL	NIL
(41,855.00)	HM Revenue & Customs - VAT	NIL	NIL
(20,174.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(122,415.00)		NIL	NIL
	REPRESENTED BY		
	Vat Control Account		(94.55)
	Vat Receivable		94.55
			NIL



SPA BEAUTIFUL UK LIMITED – IN LIQUIDATION

Company Number: 08140559

Registered Office: c/o Live Recoveries, Wentworth House, 122 New Roadside, Horsforth, Leeds, LS18 4QB

Former Registered Office: Yew Tree House, Yew Tree Court, Taylor Business Park, Warrington, Cheshire, WA3 6WP

Liquidator's First Progress Report

Report Dated: 10 July 2019

M P Halligan appointed Liquidator on 31 May 2018

Live Recoveries

Wentworth House | 122 New Road Side | Horsforth | Leeds | LS18 4QB

Tel: 0844 870 9251 | Fax: 0844 870 9254

Email: mail@liverecoveries.com Web: www.liverecoveries.com

Martin Halligan is licensed in the United Kingdom to act as an Insolvency Practitioner by the Association of Chartered Certified Accountants
David Cockshott is licensed in the United Kingdom by the Insolvency Practitioners Association
Insolvency Practitioners acting as Administrators or Administrative Receivers contract as agents without personal liability
Live Recoveries is a trading style of Live Recoveries Limited Registered Office as above
Incorporated in England and Wales Company Registration No 07561994

SPA BEAUTIFUL UK LIMITED ("the Company") – IN LIQUIDATION

Company Number: 08140559

Registered Office: c/o Live Recoveries, Wentworth House, 122 New Road Side, Horsforth, Leeds, LS18 4QB

Former Registered Office: Yew Tree House, Yew Tree Court, Taylor Business Park, Warrington, Cheshire, WA3 6WP

Trading Address: Yew Tree House, Yew Tree Court, Taylor Business Park, Warrington, Cheshire, WA3 6WP

INTRODUCTION

This report has been prepared to fulfil statutory requirement and is being made available to all known creditors. This report should be read in conjunction with my initial letter to members and creditors following my appointment.

The EC Regulation on Insolvency Proceedings 2015 will apply and these proceedings will be main proceedings as defined by the EC Regulations. The Company's registered office and centre of main interests are in the United Kingdom.

CASE STRATEGY

I was appointed Liquidator of the Company by the Company's members and creditors. I also assisted in the preparation of the Directors' report presented to the meeting of creditors and Statement of Affairs.

The Company ceased to trade prior to my appointment and as such my strategy for dealing with the realisation of the Company's assets is detailed below.

RECEIPTS AND PAYMENTS

A summary of receipts and payments for the period 31 May 2018 to 30 May 2019 is attached at Appendix I. This shows a nil balance in hand. The contents therein are self-explanatory. In accordance with the provisions of Statement of Insolvency Practice 7, the receipts and payments are shown net of VAT. An interest bearing bank account has been opened with Barclays Bank PLC for the purposes of the Liquidation. No bank interest has been received in relation to funds deposited.

LIQUIDATOR'S ACTIONS SINCE APPOINTMENT

Assets specifically pledged

The Directors' Estimated Statement of Affairs indicated that there were no assets specifically pledged. As at the date of this report, no specifically pledged assets have been brought to my attention.

Assets not specifically pledged

The Directors' Estimated Statement of Affairs indicated that there were no assets not specifically pledged.

Cash at bank

Following my appointment, I contacted the Company's bankers, HSBC Bank Plc, who advised that the credit balance on the account was £472.25. This balance has been recovered in full.

Secured Creditors

As previously detailed, the Company's mortgage register held by the Registrar of Companies disclosed that the Company had no outstanding registered charges.

In accordance with Section 176A(9) of the Insolvency Act 1986, as amended, if the Company has created a floating charge after 15 September 2003, a prescribed part of the Company's net property (i.e. the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors. In this case there were no creditors secured by a floating charge such that the prescribed part provisions do not apply.

Preferential Creditors

Based on information received as at the date of this report, the Company has no outstanding preferential creditors.

Non - Preferential Creditors

Non - preferential claims received to date total £84,706.72, detailed as follows: -

	No.	£ Per 'S of A'	No.	£ Claims
Trade Creditors	4	20,174.00	2	6,220.32
HM Revenue & Customs	3	42,141.00	3	48,486.40
Directors	2	60,000.00	1	30,000.00
TOTAL	9	122,315.00	6	84,706.72

DIVIDEND PROSPECTS

Secured Creditors

The Company has no secured assets or creditors.

Preferential Creditors

Based on information received as at the date of this report, the Company has no preferential creditors.

Non-preferential Creditors

On present information, it is unlikely that there will be a distribution to the non-preferential creditors.

INVESTIGATIONS INTO THE AFFAIRS OF THE COMPANY AND THE COMPANY DIRECTORS' DISQUALIFICATION ACT 1986V

I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved. As part of my statutory duties, I have reviewed the Company's bank statements, books and records provided, information provided by the Company's creditors and enquiries made with the Company's officers and advisors.

There were no matters that justified further investigation in the circumstances of this appointment.

Within three months of my appointment as Liquidator, I am required to submit a confidential report to the Department For Business, Energy and Industrial Strategy to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present director would make him unfit to be concerned with the management of the Company. I would confirm that my report has been submitted.

PRE APPOINTMENT REMUNERATION

A fee of £3,000.00 plus VAT and disbursements plus VAT was approved to be paid to Live Recoveries at the first meeting of creditors held on 31 May 2018 in respect of assisting in the preparation of the Statement of Affairs. The Liquidator has drawn £472.76 plus VAT on account of this fee.

A fee of £3,000.00 plus VAT and disbursements plus VAT was approved to be paid to Live Recoveries at the first meeting of creditors, as detailed above, in respect of preparing the report presented to the first meeting of creditors and in convening the meeting of members and creditors. As at 30 May 2019, no fees have been drawn in this regard.

LIQUIDATOR'S REMUNERATION

My remuneration was authorised by the creditors by a decision by correspondence dated 26 June 2019. My remuneration was authorised on a mixture of a fixed fee and time costs basis.

Fixed Fee

I was authorised to draw a fixed fee of £8,168.00 for work undertaken under the following categories: -

- Administration and Planning
- Meetings, Reports and Reviews
- Taxation

Specific work undertaken in this regard is detailed in Live Recoveries' fee recovery policy ("the Policy") attached at Appendix III.

No fees have been drawn in this regard.

Time Costs

I was authorised to draw time costs estimated in the sum of £5,024.00 on account for my work in respect of the following: -

- Investigations
- Realisation of Assets
- Creditors

Attached at Appendix V is a schedule of the work that has been undertaken / is still to be undertaken for which time costs are being charged.

The fees estimate acts as a cap and I cannot draw remuneration in excess of that estimate without first seeking approval from creditors. My total time costs for such work to 31 May 2019 amount to 922.50, representing 4.10 hours at an average charge out rate of £225.00 per hour. The actual charge out rate incurred compares with the estimated average charge out rate of £339.46 in my fees estimate.

A detailed schedule of my time costs incurred for the period 31 May 2018 to 30 May 2019 compared with my original fees estimate is attached at Appendix II.

No fees have been drawn in this regard.

As at 10 July 2019, I do not anticipate that the total time costs I will incur in this matter in respect of the categories of work for which I am being remunerated on a time cost basis will exceed the total estimated remuneration I set out in my fees estimate when my remuneration was authorised by the creditors.

LIQUIDATOR'S DISBURSEMENTS

A summary of Live Recoveries disbursements, Category 1 and Category 2, both pre and post appointment, for the period to 30 May 2019, is detailed below:-

Disbursement	Payee	Amount (£)	
		Pre	Post
Specific Bond	Marsh Limited		80.00
Statutory Advertising	EPE Reynell Advertising Limited	79.00	158.00
		79.00	238.00

No disbursements have been drawn as at the anniversary.

The disbursements incurred are in line with my original estimations.

FURTHER INFORMATION ON FEES AND DISBURSEMENTS

The Policy is attached at Appendix III. Scale rates may increase from time to time over the period of administration on each insolvency case.

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.

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.

A copy of 'A Creditors Guide to Liquidators' Fees' published by the R3 is available on our website on the 'Resources' link. Please note that there are different versions of the Guidance Notes, and in this case you should refer to the April 2017 version. A hard copy of this can be obtained on request from this office.

OTHER PROFESSIONALS / AGENTS EMPLOYED

As Liquidator I have not instructed any other professionals.

CREDITOR RIGHTS

Further Information

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>.

MATTERS OUTSTANDING

The remaining matters outstanding in this case are as follows: -

- Pre closure administrative matters.

OTHER MATTERS

The Liquidation will remain open until the matters detailed above have been concluded. I estimate that this will take approximately 6 months and once resolved, the Liquidation will be finalised and my files will be closed.

Should you have any queries regarding this report, or the Liquidation in general, please contact Harpreet Basi on 0844 870 9251.

At Live Recoveries we always strive to provide a professional and efficient service. However, I recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. As such, should you have any comments or complaints regarding the administration of this case, then in the first instance you should contact me at the address given in this letter

If you consider that I have not dealt with your comments or complaint appropriately you, then put details of your concerns in writing to our complaints officer, Margaret Walker, Live Recoveries, Wentworth House, 122 New Road Side, Horsforth, Leeds, LS18 4QB. This will formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of a senior member of staff unconnected with the appointment. Please note our full grievance procedure can be seen on our website www.liverecoveries.com.

Yours faithfully

Martin P Halligan

Liquidator

**Spa Beautiful UK Limited
(In Liquidation)**

LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT

	From 31/05/2018 To 30/05/2019 £	From 31/05/2018 To 30/05/2019 £
RECEIPTS		
Fixtures & Fittings	0.00	0.00
Cash at Bank	472.25	472.25
Bank Interest Gross	0.51	0.51
Vat Control Account	94.55	94.55
	567.31	567.31
PAYMENTS		
Preparation of S. of A.	472.76	472.76
Trade & Expense Creditors	0.00	0.00
HM Revenue & Customs - VAT	0.00	0.00
HM Revenue & Customs - PAYE/NIC	0.00	0.00
HM Revenue & Customs - CT	0.00	0.00
Catherine Whelan	0.00	0.00
Angela Marie Smith	0.00	0.00
Ordinary Shareholders	0.00	0.00
Vat Receivable	94.55	94.55
	567.31	567.31
BALANCE - 30 May 2019		0.00

SPA BEAUTIFUL UK LIMITED - IN LIQUIDATION

TIME COST SUMMARY FOR THE PERIOD: 31 MAY 2018 TO 30 MAY 2019

Classification of Work Function	Director	Senior Manager	Manager	Other Seniors	Assistants	Total Hours	Total Cost (£)	Average Hourly Rate (£)
Creditors	0.00	0.00	0.00	0.60	0.00	0.60	135.00	225.00
Realisation of Assets	0.00	0.00	0.00	3.20	0.00	3.20	720.00	225.00
Investigations	0.00	0.00	0.00	0.30	0.00	0.30	67.50	225.00
TOTAL	0.00	0.00	0.00	0.90	0.00	4.10	922.50	225.00

SPA BEAUTIFUL UK LIMITED - IN LIQUIDATION

ESTIMATED TIME COSTS SUMMARY

Classification of Work Function	Partner	Senior Manager	Manager	Other Seniors	Assistants	Total Hours	Total Cost (£)	Average Hourly Rate (£)
Creditors	0.10	-	0.20	-	-	0.30	375.50	1,251.67
Asset Realisation	0.10	-	0.30	1.20	0.30	1.90	428.50	225.53
Investigations	0.80	-	2.20	9.60	-	12.60	4,220.00	334.92
TOTAL	1.00	-	2.70	10.80	0.30	14.80	5,024.00	339.46

**LIVE RECOVERIES' PRACTICE FEE RECOVERY POLICY
IN CREDITORS' VOLUNTARY LIQUIDATION
AS AT 01 APRIL 2018**

Introduction

The Insolvency (Amendment) Rules 2015 allows different fee bases to be used for different tasks within the same appointment. The fee basis, or combination of bases, set for a particular appointment is/are subject to approval, generally by a Liquidation committee if one is appointed by creditors, failing which by a decision of creditors, or by the Court.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <https://www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees>. Details about the rights of creditors in relation to an office holder's fees available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed at www.liverecoveries.com. Alternatively, a hard copy may be requested from Live Recoveries.

Once the basis of the office holder's remuneration has been approved, a periodic report will be provided to any committee and also to each creditor. The report will provide a breakdown of the remuneration drawn against the approval obtained. If it has been agreed that some or all of the office holder's remuneration will be charged on a time costs basis, i.e. by reference to time properly spent by members of staff of the practice at our standard charge out rates, the time incurred will also be disclosed, whether drawn or not, together with the average, or "blended" rates of such costs. Under the legislation, any such report must disclose how creditors can seek further information and challenge the basis on which the fees are calculated, and the level of fees drawn in the period of the report. Once the time to challenge the office holder's remuneration for the period reported on has elapsed, then that remuneration cannot subsequently be challenged.

Fixed fee

The legislation also allows all or part of the office holder's fees to be agreed as a set amount. Different set amounts can be used for different tasks undertaken by the office holder. A report accompanying any fee request will disclose the set fee that we propose to charge, and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval but must be disclosed to help put the remuneration request into context.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If the basis of remuneration has been approved on a fixed fee basis then an increase in the amount of the fixed fee can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the fixed fee. If there has not been a material and substantial change in the circumstances, then an increase can only be approved by the Court.

There are certain tasks that have to be undertaken in most liquidations. Although these are required by statute or regulation or are necessary for the orderly conduct of the proceedings, they do not produce any direct benefit for creditors, but still have to be carried out.

The fixed fee has been calculated following a review of the work to be undertaken on each case at the appropriate staff level. The following sets out work undertaken in regard to the fixed fee:-

Administration and planning:

- Case planning - Devising an appropriate strategy for dealing with the case and giving instructions to staff to undertake the work on the case.
- Setting up physical/electronic case files (as applicable).
- Consideration of the fee basis.
- Setting up the case on the practice's electronic case management system and entering data.
- Issuing the statutory notifications to creditors and other parties required on appointment as office holder, including gazetting the office holder's appointment.
- Obtaining a specific penalty bond.
- Convening and holding general meetings of creditors and members (as applicable).
- Obtaining the Company's books and records and archiving the same.
- Dealing with all routine correspondence and e-mails relating to the case.
- Opening, maintaining and managing the office holder's estate bank account.
- Creating, maintaining and managing the office holder's cashbook.
- Undertaking monthly/quarterly bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a periodic basis.
- Undertaking periodic reviews of the progress of the case.

- Overseeing and controlling the work done on the case by case administrators.
- Filing returns at Companies House.

Meetings Reports and Reviews:

- Preparing and reviewing annual progress reports to creditors and members.
- Preparing and reviewing the final account to creditors and members.

Taxation:

- *Preparing and filing VAT returns.*
- Preparing and filing Corporation Tax returns.
- Seeking closure clearance from HMRC and other relevant parties.

In considering the inherent time involved in undertaken the above work it is considered that the set fee proposed represents an appropriate, reasonable and commensurate reflection of the work which we anticipate will need to be undertaken at this stage. Please note that certain tasks (detailed in italics) may not be required (i.e. the Company may not be registered for VAT) However, any specific individual task does not have a material impact on the consideration given for the fixed fee.

Time Costs

For some of the elements of the work which the office holder is required to carry out, the cost involved cannot be identified with enough certainty at this stage to seek remuneration approval on a fixed cost basis. Therefore, it is proposed to seek approval on a time cost basis for this element of work and an estimate of what the office holder considers these costs may be at this stage is included with the initial report. This estimate acts as a cap on time costs so that fees cannot be drawn in excess of the estimated time costs without further approval from those who approved the initial fees.

When charging fees on a time costs basis the firm uses charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6 minute units with supporting narrative to explain the work undertaken.

Grade of staff	Current charge-out rate per hour £
Partner	400
Senior Manager	350
Manager	300
Administrator	225
Assistant	95

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. The work is generally recorded under the following categories:

- Administration and Planning
- Investigations
- Meetings, Reports & Reviews
- Realisation of Assets
- Creditors
- Taxation
- Trading

The firm only intend to seek time costs for the following categories:

- Creditors
- Asset Realisations
- Investigations
- Trading (if applicable)

When seeking approval for fees, an office-holder will disclose the work that it intends to undertake, the hourly rates that it intends to charge for each part of the work, and the time that is considered each part of the work will take. The firm will summarise that information in an average or "blended" rate for all of the work being carried out within the estimate. The firm will also say whether it is anticipated needing to seek approval to exceed the estimate and, if so, the reasons that it is considered that may be necessary.

Again, information provided should include sufficient details about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office

holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal.

If an office holder subsequently needs to seek authority to draw fees in excess of the estimate, the firm will say why it has been exceeded, or are likely to exceed the estimate; any additional work undertaken or proposed to be undertaken; the hourly rates proposed for each part of the work; and the time that the additional work is expected to take. As with the original estimate, the firm will state whether it considers further approval to be necessary and, if so, why the firm thinks it may be necessary to seek further approval.

Agent's Costs

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes:

- Solicitors/Legal Advisors
- Auctioneers/Valuers
- Accountants
- Quantity Surveyors
- Estate Agents
- Other Specialist Advisors

The office holder will provide details of expenses to be incurred, or likely to be incurred, when seeking fee approval. When reporting to the committee and creditors during the course of the insolvency appointment the actual expenses incurred will be compared with the original estimate provided.

Disbursements

In accordance with SIP 9 the basis of disbursement allocation in respect of disbursements incurred by the office holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the estate or Live Recoveries; in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the estate. These disbursements are recoverable in full from the estate without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced by the third party. Examples of category 1 disbursements are statutory advertising, external meeting room hire, external storage, specific bond insurance and company search fees.

Category 2 expenses are incurred by the firm and recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of category 2 disbursements are photocopying, internal room hire, internal storage and mileage.

It is proposed that the following Category 2 disbursements are recovered:

Disbursement Type		Basis of Charge
Mileage		75p per mile
Creditor Circulars (incl. stationery, printing and postage)		At Cost
Meeting Room Hire (Physical Meeting)		£100.00 per meeting

Creditors

- Unsecured

- Notification of the Liquidator's Appointment
- Liaising with creditors in relation to their outstanding claims
- Logging receipt of proof of debt claim forms and acknowledging receipt, where applicable
- Issuing the completed progress reports to creditors
- Reviewing any claims in respect of any retention of title clauses
- Considering claims for recovery of assets in respect of retention of title requests

Investigations

- Review the Company's bank statements to determine whether there have been any inappropriate antecedent transactions.
- Verifying assets insured by the Company.
- Liaising with the Company's accountants in respect of financial disclosure.
- Liaising with the Company's solicitors in respect of any outstanding matters or previous instructions.
- Review to ensure that none of the assets have disappeared.
- Review and archive the Company's books and records.
- Review available documentation to establish the date of insolvency.
- Comparing claims received against claims disclosed in the Estimated Statement of Affairs.
- Comparing the Estimated Statement of Affairs with available financial information.
- Meetings with directors and other Company officers, as necessary.
- Review concerns raised by creditors, as necessary.
- Ensure that co-operation is received from the directors.
- Statement of Insolvency Practice 2 considerations and investigations.