

# LIQ14

## Notice of final account prior to dissolution in CVL



Companies House

SATURDAY



A25 \*A7ANVWZE\* #344  
21/07/2018  
COMPANIES HOUSE

<b>1</b>	<b>Company details</b>	
Company number	0 8 1 8 7 4 6 4	<b>→ Filling in this form</b> Please complete in typescript or in bold black capitals.
Company name in full	08187464 Limited (Formerly AG Paving Limited)	
<b>2</b>	<b>Liquidator's name</b>	
Full forename(s)	Catherine	
Surname	Lee-Baggaley	
<b>3</b>	<b>Liquidator's address</b>	
Building name/number	1st Floor	
Street	Consort House	
Post town	Waterdale	
County/Region	Doncaster	
Postcode	D N 1 3 H R	
Country		
<b>4</b>	<b>Liquidator's name ●</b>	
Full forename(s)	Ian Michael	<b>● Other liquidator</b> Use this section to tell us about another liquidator.
Surname	Rose	
<b>5</b>	<b>Liquidator's address ●</b>	
Building name/number	1st Floor	<b>● Other liquidator</b> Use this section to tell us about another liquidator.
Street	Consort House	
Post town	Waterdale	
County/Region	Doncaster	
Postcode	D N 1 3 H R	
Country		

# 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

*Lee Pappalardo*

X

Signature date

'1

'9

'0

'7

'2

'0

'1

'8

# 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	Edita Vysniauskaite
Company name	Silke & Co Limited
Address	1st Floor
	Consort House
Post town	Waterdale
County/Region	Doncaster
Postcode	D N 1 3 H R
Country	
DX	
Telephone	01302 342875



### Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

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



### Important information

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



### Where to send

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

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



### Further information

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

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

**08187464 Limited (Formerly AG Paving Limited)**  
**(In Liquidation)**  
**Joint Liquidators' Abstract of Receipts & Payments**  
**From 25 March 2014 To 12 July 2018**

<b>S of A £</b>		<b>£</b>	<b>£</b>
	<b>ASSET REALISATIONS</b>		
	Overdrawn Director's Loan Account	3,919.00	
Uncertain	Book debts	NIL	
	Goodwill	1,200.00	
8,245.24	Cash at bank	8,255.26	
			13,374.26
	<b>OTHER REALISATIONS</b>		
	Bank interest, gross	5.84	
			5.84
	<b>COST OF REALISATIONS</b>		
	Petitioners Costs	3,096.56	
	Specific bond	100.00	
	Preparation of Statement of affairs	5,000.00	
	Liquidator's fees	3,883.54	
	Legal fees	1,300.00	
			(13,380.10)
	<b>UNSECURED CREDITORS</b>		
(19,437.07)	Trade & expense	NIL	
(1,200.00)	Director's Loan Account	NIL	
			NIL
	<b>DISTRIBUTIONS</b>		
(1.00)	Ordinary shareholders	NIL	
			NIL
<b>(12,392.83)</b>			<b>0.00</b>
	<b>REPRESENTED BY</b>		
			<b>NIL</b>

**08187464 Limited (Formerly AG Paving Limited)**  
**(In Liquidation)**  
**Supplementary Information**

**Registered Office / Home Address**

C/o The Offices of Silke & Co Ltd 1st Floor  
Consort House  
Waterdale  
Doncaster  
DN1 3HR

**Registered Number**

08187464

**Appointment Details**

First Partner - Catherine Lee-Baggaley  
1st Floor, Consort House, Waterdale, Doncaster, DN1 3HR  
Appointment Date - 25/03/2014

Second Partner - Ian Michael Rose  
1st Floor, Consort House, Waterdale, Doncaster, DN1 3HR  
Appointment Date - 25/03/2014

**Changes to Office Holders**

None

**Additional Information**

**Dividends / Distributions / Consigned Funds : E = Equalising**

Dividend Type	Date	Admitted	Number	Paid	p in £
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No Dividends Paid

**Unrealisable Assets**

None

**Details of Basis of Remuneration**

Time Costs

**Statement of Remuneration / Expenses**  
**For period 25/03/2014 to 19/07/2018**

Account	Incurred In Period	Accrued In Period For Last Period	Accrued In Period	Total In Period
Petitioners Costs	3,096.56	0.00	0.00	3,096.56
Specific bond	100.00	0.00	0.00	100.00
Preparation of Statement of affairs	5,000.00	0.00	0.00	5,000.00
Liquidator's fees	3,883.54	0.00	0.00	3,883.54

**08187464 Limited (Formerly AG Paving Limited)**  
**(In Liquidation)**  
**Statement of Remuneration / Expenses**  
**For period 25/03/2014 to 19/07/2018**

<b>Account</b>	<b>Incurred In Period</b>	<b>Accrued In Period For Last Period</b>	<b>Accrued In Period</b>	<b>Total In Period</b>
Legal fees	1,300.00	0.00	0.00	1,300.00
	13,380.10	0.00	0.00	13,380.10

**Statement on Fee / Expenses Estimates**



# SILKE & CO LTD

1<sup>st</sup> Floor – Consort House – Waterdale – Doncaster – DN1 3HR

Tel: 01302 342875 - Fax: 01302 342886

Email: [admin@silkeandco.co.uk](mailto:admin@silkeandco.co.uk) - Web: [www.silkeandco.co.uk](http://www.silkeandco.co.uk)

## TO ALL CREDITORS AND MEMBERS

Our Ref: AJ5EC/CLB/IMR/EV/S31

Date: 22 May 2018

When calling please ask for: Edita Vysniauskaite

Email: [edita.vysniauskaite@silkeandco.co.uk](mailto:edita.vysniauskaite@silkeandco.co.uk)

Dear Sir/Madam

### 08187464 LIMITED (FORMERLY AG PAVING LIMITED) – IN LIQUIDATION

This is the Joint Liquidators final report. The purpose of this report is to detail our acts and dealings as Joint Liquidators and should be read in conjunction with the report of the initial meeting of creditors and subsequent annual reports.

#### 1. BACKGROUND

Ian Michael Rose and myself were appointed Joint Liquidators on 25 March 2014 following meetings of the members and creditors of the Company.

#### 2. RECEIPTS AND PAYMENTS ACCOUNT

We attach an account of receipts and payments for the final period and cumulatively for the whole period of the liquidation.

#### 3. ASSET REALISATIONS

##### Assets

The asset of the Company, being goodwill, had an uncertain book value and estimated to realise value in the Statement of Affairs. An offer was received from the director, Mr Andrew Garnham, on 25 March 2014, for the sum of £1,200.00, which was accepted by the Joint Liquidators. The goodwill of the Company has been paid for in full.

##### Book debts

The book debts had a book value of £22,000.00 and had an uncertain estimated to realise value in the Statement of Affairs. The Joint Liquidators pursued the debts with little success. One of the debtors entered into Administration, which resulted in no dividend being payable to unsecured creditors, and the second debtor provided sufficient evidence to show they had repaid their debt prior to the liquidation. On this basis, no realisations were made.

##### Other Assets

An amount of £8,255.26 has been received, being the cash at bank at the date of liquidation.

During the Joint Liquidators investigations, it transpired that there was an overdrawn Directors Loan Account ('DLA'), which was owed by the director, Mr Andrew Garnham, in the sum of £3,919.00. Payment has been received in full.



# **SILKE & CO LTD**

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## **4. UNREALISED ASSETS**

There were no unrealised assets, only those mentioned above.

## **5. INVESTIGATIONS**

During the Review Period, the Joint Liquidators carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the director by means of 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 director provided the books and records of the Company. A completed director's questionnaire was not received despite the Joint Liquidators requests.

The information gleaned from this process enabled the Joint Liquidators to meet their statutory duties when submitting their confidential report on the conduct of the director to the Insolvency Service.

This work was 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 assessment revealed matters that the Joint Liquidators considered merited further investigation with the Company bank account statements highlighting transactions which required further clarification. The Joint Liquidators wrote to the director of the Company, Mr Andrew Garmham, and the Company's accountant requesting their comments in respect of the queried transactions, along with documentation to support same. A response was received from the accountant on 23 January 2016, which answered the queries raised.

The investigations department reconciled the overdrawn DLA, and it was discovered that the sum of £3,919.00 was owed to the Company. This has been repaid in full.

As no further matters for investigations have arisen, the Joint Liquidators have concluded their investigations.

## **6. CREDITORS' CLAIMS AND DIVIDEND PROSPECTS**

### **Secured Creditors**

The Company has not granted any charges over its assets.

### **Preferential Creditors**

There were no preferential creditors in the liquidation.

### **Unsecured Creditors**

No ordinary unsecured claims have been received to date. The director's Statement of Affairs estimated unsecured claims of £20,637.07.

The logo for Silke & Co Ltd features a stylized black roof-like shape above the company name in a bold, sans-serif font.

1<sup>st</sup> Floor – Consort House – Waterdale – Doncaster – DN1 3HR  
Tel: 01302 342875 - Fax: 01302 342986  
Email: admin@silkeandco.co.uk - Web: www.silkeandco.co.uk

## **7. JOINT LIQUIDATORS' REMUNERATION**

A Statement of Affairs fee of £5,000.00 was approved at the initial meeting of creditors held on 25 March 2014 which has been drawn by us, as Joint Liquidators.

The Joint Liquidators' remuneration stated in the Receipts and Payments account is based on hourly costs at scale rates calculated on the time properly spent in the course of the liquidation and was approved at the initial meeting of creditors held on 25 March 2014.

In the current period the Joint Liquidators have incurred time costs of £1,130.00 representing 6.15 hours at an average hourly charge-out rate of £183.74. Total time spent to date on this assignment amounts to 102.89 hours at an average composite rate of £189.52 per hour resulting in total time costs to date of £19,499.75. Joint Liquidators' fees of £3,883.54 plus VAT have been drawn leaving outstanding time costs of £15,616.21, which will be written off.

Disbursements of £1,287.40 have been allocated to the case up to the anniversary of which £610.00 has been drawn leaving unbilled disbursements of £677.40 which will be written off.

The following further information as regards time costs is enclosed:

- ☐ Silke and Co Ltd policy for re-charging expenses
- ☐ Silke and Co Ltd charge-out rates

All other payments have been made in accordance with the rules and regulations generally as to the payment of costs and expenses in the liquidation, details of which can be found below:

### **Other Professional Costs**

The sum of £3,096.56 was paid to Hays Specialist Recruitment in respect of petition costs.

As previously reported the Company was dissolved and reinstated on to the Company register. As a result of this, legal fees in the sum of £1,300.00 were paid to Foreman & Co Solicitors.

## **8. CREDITORS' RIGHTS**

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 Joint 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 Joint 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 Creditors' Guide to Liquidators' Fees can be found on our website or on the portal which includes creditors' rights to further information and to challenge.



# SILKE & CO LTD

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## 9. EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

The Company's centre of main interest was in the UK and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as detailed in Article 3 of the EC Regulation.

## 10. CONCLUSION

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

Should any assets come to light following the closure of this case, Silke & Co Ltd reserve the right to offset any realisations against the unpaid time costs and disbursements.

Should any creditor require further explanation of matters contained within this final report please contact Edita Vysniauskaite.

Yours faithfully



Catherine Lee-Baggaley  
Joint Liquidator

Enc

**08187464 Limited (Formerly AG Paving Limited)**  
**(In Liquidation)**

**JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT**

	Statement of affairs £	From 25/03/2018 To 22/05/2018 £	From 25/03/2014 To 22/05/2018 £
<b>RECEIPTS</b>			
Overdrawn Director's Loan Account		0.00	3,919.00
Book debts	Uncertain	0.00	0.00
Goodwill		0.00	1,200.00
Cash at bank	8,245.24	0.00	8,255.26
Bank interest, gross		0.00	5.84
		<u>0.00</u>	<u>13,380.10</u>
<b>PAYMENTS</b>			
Petitioners Costs		0.00	3,096.56
Specific bond		0.00	100.00
Preparation of Statement of affairs		0.00	5,000.00
Liquidator's fees		0.00	3,883.54
Legal fees		0.00	1,300.00
Trade & expense	(19,437.07)	0.00	0.00
Director's Loan Account	(1,200.00)	0.00	0.00
Ordinary shareholders	(1.00)	0.00	0.00
		<u>0.00</u>	<u>13,380.10</u>
Net Receipts/(Payments)		<u>0.00</u>	<u>0.00</u>
<b>MADE UP AS FOLLOWS</b>			
Estate Account		1,176.70	0.00
VAT Receivable / (Payable)		(1,176.70)	0.00
		<u>0.00</u>	<u>0.00</u>

# Time Entry - Detailed SIP9 Time & Cost Summary

AJSEC - 08187464 Limited (Formerly AG Paving Limited)  
 From: 25/03/2018 To: 22/05/2018  
 Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	0.05	0.00	0.30	0.10	0.45	92.50	205.56
CR-CRED : Creditors & Distributions	0.00	0.00	0.00	0.40	0.40	40.00	100.00
SS-STAT : Statutory & Compliance	0.40	0.00	4.90	0.00	5.30	997.50	188.21
<b>Productive Time</b>	<b>0.45</b>	<b>0.00</b>	<b>5.20</b>	<b>0.50</b>	<b>6.15</b>	<b>1,130.00</b>	<b>183.74</b>
<b>Total Hours</b>	<b>0.45</b>	<b>0.00</b>	<b>5.20</b>	<b>0.50</b>	<b>6.15</b>	<b>1,130.00</b>	<b>183.74</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	

# Time Entry - Detailed SIP9 Time & Cost Summary

AJ5EC - 08187464 Limited (Formerly AG Paving Limited)  
 To: 22/05/2018  
 Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN: Administration & Planning	1.25	10.50	10.65	13.64	36.04	6,637.25	184.16
CR-CRED: Creditors & Distributions	0.00	0.00	0.00	2.40	2.40	240.00	100.00
IN-INV: Investigations	0.85	6.10	18.00	2.95	27.90	5,526.25	198.07
RA-FLTG: Floating Charge Assets/Contributions	0.30	0.00	9.15	2.00	11.45	2,168.75	189.41
SQ-STAT: Statutory & Compliance	1.60	7.00	13.40	3.10	25.10	4,927.50	196.31
<b>Productive Time</b>	<b>4.00</b>	<b>23.60</b>	<b>51.20</b>	<b>24.09</b>	<b>102.89</b>	<b>19,499.75</b>	<b>189.52</b>
<b>Total Hours</b>	<b>4.00</b>	<b>23.60</b>	<b>51.20</b>	<b>24.09</b>	<b>102.89</b>	<b>19,499.75</b>	<b>189.52</b>
<b>Total Fees Claimed</b>						<b>0.00</b>	

# Time Entry - SIP9 Time & Cost Summary

## Category 2 Disbursements

AJSEC - 08187464 Limited (Formerly AG Paving Limited)  
 Project Code: POST  
 To: 22/05/2018

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.

Transaction Date	Type and Purpose	Amount
25/03/2014	Room Hire: Meeting Room Hire	75.79
25/03/2014	Legal Costs: Legal Fees	250.00
27/03/2014	Mail Redirection: Redirection	120.00
27/03/2014	Fax and Printing: Faxes	1.50
27/03/2014	Postage: POSTAGE	2.97
27/03/2014	Postage: POSTAGE	0.82
28/03/2014	Postage: POSTAGE	0.33
28/03/2014	Fax and Printing: Printing	0.45
27/03/2014	Postage: POSTAGE	0.35
10/04/2014	Postage: POSTAGE	0.70
16/04/2014	Postage: POSTAGE	0.99
02/05/2014	Postage: POSTAGE	0.49
02/05/2014	Postage: POSTAGE	0.49
29/05/2014	Postage: POSTAGE	0.49
10/06/2014	Postage: POSTAGE	0.49
12/06/2014	Postage: POSTAGE	0.74
15/06/2014	Postage: POSTAGE	0.49
01/10/2014	Postage: POSTAGE	0.35
07/10/2014	Postage: POSTAGE	0.37
28/10/2014	Postage: POSTAGE	1.05
17/11/2014	Postage: POSTAGE	0.50
20/11/2014	Postage: POSTAGE	0.50
17/12/2014	Mileage: Mileage to meeting at Hemel	132.12
29/03/2014	Company Searches: AML check	2.80
25/03/2014	Advertising: Advertising	134.00
02/04/2014	Bonding: Bonding	30.00
30/04/2014	Bonding: Bonding	30.00
30/04/2014	Legal Costs: Legal fees (Foreman & Co)	300.00
11/04/2014	Postage: POSTAGE	1.95
29/05/2015	Postage: POSTAGE	0.39
01/07/2015	Postage: POSTAGE	0.39
26/03/2014	Advertising: Advertising	67.00
26/03/2014	Fax and Printing: Printing	4.50
26/03/2014	Fax and Printing: Faxes	1.00
14/04/2016	Fax and Printing: PRINTING	1.50
16/01/2016	Postage: POSTAGE	1.04
26/01/2016	Postage: POSTAGE	0.52
08/03/2016	Postage: POSTAGE	0.78
16/03/2016	Postage: POSTAGE	0.52
24/03/2016	Postage: POSTAGE	0.39
30/03/2016	Postage: POSTAGE	0.39
14/04/2016	Postage: POSTAGE	0.39
16/04/2016	Postage: POSTAGE	2.08
27/04/2016	Postage: POSTAGE	0.39
23/05/2016	Postage: POSTAGE	0.39
15/07/2016	Postage: POSTAGE	0.52
02/06/2016	Postage: POSTAGE	0.78
10/11/2016	Postage: POSTAGE	0.52
21/09/2016	Postage: POSTAGE	0.52
23/04/2015	Fax and Printing: Printing	1.35

# Time Entry - SIP9 Time & Cost Summary

## Category 2 Disbursements

AJ5EC - 08187464 Limited (Formerly AG Paving Limited)  
 Project Code: POST  
 To: 22/05/2018

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.

Transaction Date	Type and Purpose	Amount
13/04/2017	Fax and Printing: PRINTING	1.50
13/04/2017	Postage: POSTAGE	2.05
28/04/2017	Postage: POSTAGE	0.57
31/03/2017	Software charges: Software charges	18.75
15/05/2017	Postage: POSTAGE	0.90
28/07/2017	Postage: POSTAGE	0.41
01/04/2017	Software charges: Software charges	18.75
30/08/2017	Software charges: Software charges	18.75
26/03/2014	Stationary: Folder Charges	5.00
22/12/2017	Software charges: Software Charges	18.75
29/03/2018	Postage: POSTAGE	0.41
14/03/2018	Postage: POSTAGE	1.23
14/03/2018	Fax and Printing: PRINTING	0.49
30/03/2018	Software charges: SOFTWARE CHARGES	18.75
25/04/2018	Postage: POSTAGE	2.05
25/04/2018	Fax and Printing: PRINTING	2.85
Total		1,287.40

# **NOTICE THAT THE COMPANY'S AFFAIRS ARE FULLY WOUND UP**

Company Name: 08187464 Limited (Formerly AG Paving Limited) – In Liquidation  
("the Company")  
Company Number: 08187464

This Notice is given under Rule 6.28 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Joint Liquidators of the Company, Catherine Lee-Baggaley and Ian Michael Rose, of Silke & Co Ltd, 1<sup>st</sup> Floor, Consort House, Waterdale, Doncaster, DN1 3HR, who were appointed by the members and creditors of the Company.

The Joint Liquidators give notice that the Company's affairs are fully wound up.

Creditors have the right:

- (i) To request information from the Joint Liquidators under Rule 18.9 of the Rules;
- (ii) To challenge the Joint Liquidators remuneration and expenses under Rule 18.34 of the Rules;
- (iii) To object to the release of the Joint Liquidators by giving notice in writing before the end of the prescribed period to the Joint Liquidators, detailed below;  
And
- (iv) To object to the destruction of the books and records after 12 months of the dissolution of the company by giving notice in writing before the end of the prescribed period to:


Catherine Lee-Baggaley and Ian Michael Rose  
Joint Liquidators  
Silke & Co Ltd  
1<sup>st</sup> Floor Consort House  
Waterdale  
Doncaster  
DN1 3HR

The prescribed period ends at the later of: (i) eight weeks after delivery of this notice, or (ii) if any request for information under Rule 18.19 of the Rules or any application to court under that Rule or Rule 18.34 of the Rules is made, when that request or application is finally determined.

The Joint Liquidators will vacate office under Section 171 of the Insolvency Act 1986 ("the Act") on delivering to the Registrar of Companies the final account and notice saying whether any creditor has objected to release.

The Joint Liquidators will be released under Section 173 of the Act at the same time as vacating office unless any of the Company's creditors objected to release.

Relevant Extracts of the Rules referred to above are provided overleaf.

Signed: 

Catherine Lee-Baggaley  
Joint Liquidator

Dated: 22-5-18

**RELEVANT EXTRACTS OF RULES 18.9 AND 18.34 OF  
THE INSOLVENCY (ENGLAND & WALES) RULES 2016**

**Rule 18.9**

- (1) The following may make a written request to the office holder for further information about remuneration or expenses set out in a final report under rule 18.14:
- A secured creditor;
  - An unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question); or
  - Any unsecured creditor with the permission of the court.
- (2) A request or an application to the court for permission by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one creditor.

**Rule 18.34**

- (1) This rule applies to an application in a winding up made by a person mentioned in paragraph (2) on the grounds that:
- The remuneration charged by the office holder is in all the circumstances excessive;
  - The basis fixed for the office holders remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
  - The expenses incurred by the office holder are in all the circumstances excessive.
- (2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable:
- A secured creditor; or
  - An unsecured creditor with either
    - (i) The concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
    - (ii) The permission of the court.
- (3) The application by a creditor must be made by no later than eight weeks after receipt by the applicant of the final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question.

## **SILKE & CO LIMITED DISBURSEMENT AND CHARGEOUT RATES**

**EFFECTIVE FROM 1 OCTOBER 2013**

### **Disbursements**

#### **Definitions**

Category 1 - approval not required - specific expenditure that is directly related to a particular insolvency case, where the cost of the expense incurred is referable against an independent external supplier's invoice or published tariff of charges.

Category 2 - approval required - all other items of expenditure. Which cannot, or cannot easily, be directly related to a particular insolvency case because there is an element of shared or allocated cost, and/or where the cost of the expense incurred is an estimated, utilised cost with the estimate based on external costs or opportunity costs.

#### **Charging Policy of Silke & Co Limited**

Category 1 expenses are recharged to the particular insolvency case at the rate incurred by Silke & Co Limited and as they are incurred.

Category 2 expenses, the following items are recharged at the following rates:

- Where meeting rooms of Silke & Co Limited are used for the purpose of statutory meetings of creditors the room hire is recharged to the individual insolvency case at £150 per meeting.
- Car mileage is recharged to the individual insolvency case at the rate of 45p per mile.
- The storage of books and records (when not charged as a Category 1 expense) is recharged at the rate of £1.50 per box per month.
- Printing and photocopying is charged at 15p per sheet.
- Faxes are charged at 50p per sheet.
- Postage is charged at the relevant prevailing rate.
- IPS computer charge £6.25 per Month (maximum £200 per case).
- Stationery charged at £5.00 per file.

### **Chargeout Rates**

The hourly rates for the different levels of staff are shown below:

Insolvency Practitioner	£350
Manager	£275
Assistant Manager	£225
Senior Administrator	£200
Administrator	£175
Cashier	£150
Assistants and Support Staff	£100

Time is charged to the individual insolvency case in 6 minute units.