

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 08241106
Company name in full Gallery Support Group Limited

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

2 Liquidator's name

Full forename(s) Hasib
Surname Howlader

3 Liquidator's address

Building name/number Third Floor
Street 112 Clerkenwell Road
Post town London
County/Region
Postcode EC1M5SA
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.

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6 Liquidator's release

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

:

7 Final account

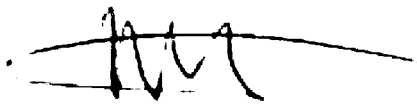
☒ I attach a copy of the final account.

8 Sign and date

Liquidator's signature

Signature

X



X

Signature date

^d1^d5

^m0^m7

^y2^y0^y2^y1

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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 **Eleanor Knapp**

Company name **Hudson Weir Limited**

Address
Third Floor
112 Clerkenwell Road

Post town **London**

County/Region

Postcode **E C 1 M 5 S A**

Country

DX

Telephone **0207 099 6086**



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

TO ALL KNOWN CREDITORS AND MEMBERS

Our ref GALL002/HH/NS/KL/KB

Your ref

Date 19 May 2021

Dear Sirs

Gallery Support Group Limited ("**the Company**") – In **Creditors'** Voluntary Liquidation

I am now able to conclude the winding up of the affairs of the Company and enclose my final account and notice to creditors and members, together with a receipts and payments account for the whole of the period I was in office.

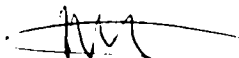
Also enclosed is a formal notice setting out the final dividend position in respect of the liquidation, although the information in that notice is summarised below.

There will not be any further dividend declared to non-preferential unsecured creditors as the funds realised have been used to pay prior dividends to non-preferential unsecured creditors, and to meet the expenses of the Liquidation.

Creditors and members should note that provided no objections to my release are received I shall obtain my release as Liquidator following the delivery of the final notice to the Registrar of Companies, following which my case files will be placed in storage.

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Ellie Knapp by email at ellie@hudsonweir.co.uk, or by phone on 020 3642 1710 before my release.

Yours faithfully



Hasib Howlader
LIQUIDATOR

Enc.

Gallery Support Group Limited – In Creditors’ Voluntary Liquidation

LIQUIDATOR’S FINAL ACCOUNT TO CREDITORS AND MEMBERS

Contents:

- Executive Summary
- Statutory Information
- Former Liquidators’ / Liquidator’s Actions Since Appointment
- Receipts & Payments Account
- Asset Realisations
- Liabilities
- Dividend Prospects
- Investigation into the Affairs of the Company
- Liquidator’s Remuneration
- Liquidation Expenses
- Further Information
- Summary

Appendices:

- Appendix 1 - Receipts and Payments account for the period 20 May 2020 to 19 May 2021 (the “Review Period”) and cumulative to 19 May 2021
- Appendix 2 - Detailed list of work undertaken for the Review Period
- Appendix 3 – Hudson Weir’s Fees Policy
- Appendix 4 – Time Cost Information
 - I. Time cost information for the appointment of the former Liquidator, 20 May 2019 to 28 October 2019
 - II. Time cost information for the appointment of the current Liquidator, 28 October 2019 to 19 May 2021
 - III. Time cost information for the Review period
 - IV. Time cost information for the Liquidation as a whole
- Appendix 5 - Time costs summary for Review Period, cumulative & comparison with estimate
- Appendix 6 – Notice of Final Account
- Appendix 7 – Notice about final dividend position

EXECUTIVE SUMMARY

This report describes the progress during the period from 20 May 2020 to 19 May 2021 ("the Review Period"), as well as summarising the progress of the Liquidation as a whole. During the Review Period, the administration of the Liquidation was finalised, primarily being obtaining clearance from HM Revenue and Customs "HMRC". The Liquidation is now being progressed to closure.

STATUTORY INFORMATION

Company name:	Gallery Support Group Limited
Company number:	08241106
Trading address:	Unit 4, 89 Manor Farm Road, Wembley, HA0 1BA
Registered office	Third Floor, 112 Clerkenwell Road, London, EC1M 5SA
Former registered office:	Yare House 62-64, Thorpe Road, Norwich, Norfolk, NR1 1RY
Principal trading activity:	Other transportation support activities
Liquidator's name:	Hasib Howlader
Liquidator's address:	Third Floor, 112 Clerkenwell Road, London, EC1M 5SA
Date of appointment	20 May, 2019

Name, address and appointment details of the former Liquidator:

Michelle Mills of Hudson Weir was appointed Administrator of the Company on 25 May 2018. On 20 May 2019, the Company moved from Administration to Creditors' Voluntary Liquidation in order to pay a dividend to the unsecured creditors and Michelle Mills was subsequently appointed Liquidator of the Company.

Following a Block Transfer Order made by the Court on 28 October 2019, Hasib Howlader replaced Michelle Mills as Liquidator on the same day.

LIQUIDATOR'S ACTIONS SINCE APPOINTMENT

This report should be read in conjunction with the previous progress reports and the receipts and payments account at Appendix 1.

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

- The progress report for the year ending 19 May 2020; and
- This Final Account

Other administration tasks:

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

- Case reviews;
- Correspondence with creditors; and
- Statutory filing

There is certain work that I am required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since my last progress report is contained in Appendix 2.

RECEIPTS AND PAYMENTS ACCOUNT

My Receipts & Payments Account for the period from 20 May 2019 to 19 May 2021 and for the period since 20 May 2020 is attached at Appendix 1. All amounts are shown net of VAT. I have reconciled the account against the financial records that I am required to maintain.

ASSET REALISATIONS

The Company's assets were sold by the former Administrator, ahead of the Company entering Creditors Voluntary Liquidation. Details of which can be found in the progress reports during the Administration.

Below is a summary of the realisations during the Liquidation:

Asset	Estimated to realise per Statement of Affairs	Realisations to date	Anticipated future realisations	Total realisations
Administration surplus	n/a	13,044	nil	13,044

Administration Surplus

As you can see above, the only estimated realisation in the Statement of Affairs was the Administration Surplus. This represents the residual balance in the Administration estate, which was transferred to the Liquidation Estate upon the Company entering Liquidation. The total of which was £13,044.

LIABILITIES

Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has no current charges over its assets.

The legislation requires that 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

The Liquidators did not anticipate any claims from preferential creditors as they were paid in full during the Administration.

Crown Creditors

The statement of affairs included £13,945 owed to HMRC. HMRC's final claim of £29,008 has been received.

Non-Preferential Unsecured Creditors

The statement of affairs, submitted during the Administration, included 59 non-preferential unsecured creditors with an estimated total liability of £458,463. I have received claims from 55 creditors at a total of £896,846. I have not received claims from 11 creditors with original estimated claims in the statement of

affairs of £23,873. There was one claim that was significantly higher than anticipated, which was from an Inter-Company creditor. This claim was £365,218 higher than what was stated in the Statement of Affairs, the Liquidator took necessary due diligence ahead of admitting this claim.

DIVIDEND PROSPECTS

Unsecured creditors

On 17 December 2019 a first and final dividend to unsecured creditors totalling £6,945, representing 0.78p in the £ was declared and paid.

There will not be any further dividends declared to non-preferential unsecured creditors as the funds realised have been used to meet the expenses of the Liquidation.

There is an unclaimed dividend to an employee totalling £12 and an unclaimed dividend to a trade creditor totalling £215 which will be sent to the Insolvency Services' Unclaimed Monies Department upon closure.

INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

The former Administrator conducted investigations during the course of the Administration, prior to the Company entering Creditors Voluntary Liquidation, details of which can be found in their progress reports. No matters required further investigation during the course of the Liquidation.

LIQUIDATOR'S REMUNERATION

I would remind creditors that pre appointment fees were only paid in the Administration, not in the Liquidation.

Following various fee structures being considered and having prepared the fee estimate, it was considered that the fees would be in excess of £10,000.

The basis of my remuneration was approved by creditors on 17 October 2019 on a fixed fee of £5,000 for my work in respect of admin and planning, creditors and realisations of assets. This permitted further funds to be available to creditors.

I have drawn £5,000 to date, none of which has been drawn in the period since 20 May 2020, in respect of work done for which my fees were approved as a fixed fee.

A detailed schedule of my total time costs in the Liquidation and also in the period since 20 May 2020, compared with my original fees estimate is attached as Appendix 5.

As at 19 May 2021 you can see from the information provided in this report, the total time costs I have incurred in this matter have exceeded the total estimated remuneration I set out in my fee estimate. However, I have not drawn fees in excess of my approval of a fixed fee on £5,000.

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/>. Details about how an office holder's fees may be approved for each case type are available in a series of Guidance Notes issued with Statement of Insolvency Practice 9, and they can be accessed at <https://www.hudsonweir.co.uk/resources/>. There are different versions of these Guidance Notes, and in this case please refer to the most recent version. Please note that we have also provided further information about an office holder's remuneration and expenses in our practice fee recovery sheet, which is enclosed at Appendix 3.

LIQUIDATOR'S EXPENSES

Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder and then reimbursed to the office holder from the estate. Expenses are split into:

- category 1 expenses, which are payments to persons providing the service to which the expense relates who are not an associate of the office holder; and
- category 2 expenses, which are payments to associates or which have an element of shared costs. Before being paid category 2 expenses require approval in the same manner as an office holder's remuneration.

I have incurred total expenses of £437, of which I incurred £249 in the period since 19 May 2020. I have not been able to draw any expenses in this matter.

I have incurred the following expenses in the period since the last progress report:

Type of expense	Amount incurred/ accrued in the reporting period
Storage Costs	£829
Postage	£1
Insolvency Bond	£65
Unclaimed Dividends Fee	£26

Details of the category 1 expenses that I have paid to date are included in the receipts and payments account attached.

Creditors should note that Category 2 expenses were not approved, therefore none have been incurred or paid.

Nature of expense	Estimated expenses	Expenses incurred during the Liquidation	Reason exceeded (if applicable)
Statutory Advertising	£74	-	-
Storage and collection of records	£350	£829	Originally anticipated that storage would be required for a shorter length of time
Bonding	-	£65	Not originally anticipated
Postage	-	£1	Not originally anticipated
Unclaimed Dividends Fee	-	£26	Not originally anticipated
Total	£424	£921	

As you can see above, the total expenses I have incurred in this matter have exceeded the total expenses I estimated I would incur when my remuneration was approved. The reasons I have exceeded the estimate of expenses are outlined in the table above.

FURTHER INFORMATION

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 their receipt of this final account. 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 unsecured creditors (including the creditor in question), apply to Court to challenge the amount of remuneration charged by the Liquidator as being excessive, and/or the basis of the Liquidator's remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this final account. Any secured creditor may make a similar application to court within the same time limit.

To comply with the Provision of Services Regulations, some general information about Hudson Weir Limited can be found at <https://www.hudsonweir.co.uk/provision-of-services-regulations/>.

Complaints

Every endeavour will be made to try to resolve any issues that may arise. However, if any matter is not dealt with to your satisfaction please refer to our Complaint Policy at: <https://www.hudsonweir.co.uk/provision-of-services-regulations/>.

Should you have any queries please do not hesitate to contact Nicholas Andrew Stratten on 020 7681 6086.

GDPR

The Hudson Weir Limited GDPR privacy policy can be viewed at www.hudsonweir.co.uk/privacy-policy.

Ethics

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

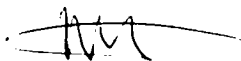
General ethical considerations

During the Review Period, no new threats to compliance with the Code of Ethics have been identified.

SUMMARY

The winding up of the Company is now for all practical purposes complete and I am seeking the release of myself as Liquidator of the Company. Creditors and members should note that provided no objections to my release are received we shall obtain my release as Liquidator following the delivery of the final notice to the Registrar of Companies, following which my case files will be placed in storage.

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Ellie Knapp by email at ellie@hudsonweir.co.uk, or by phone on 020 7099 608 before my release.



Hasib Howlader
LIQUIDATOR

Appendix 1

Receipts & Payments Account

Gallery Support Group Limited (In Liquidation) Liquidator's Summary of Receipts & Payments

	From 20/05/2020 To 19/05/2021 £	From 20/05/2019 To 19/05/2021 £
ASSET REALISATIONS		
Administration Surplus	NIL	13,044.18
Intellectual Property	NIL	NIL
Leasehold Property	NIL	NIL
Motor Vehicles - Encumbered	NIL	NIL
Rent Deposit	NIL	NIL
Shareholding in Masstone	NIL	NIL
	NIL	13,044.18
COST OF REALISATIONS		
Liquidator's Remuneration	NIL	5,000.00
Storage Costs	829.11	829.11
Insolvency Bond	64.80	64.80
Stationery and Postage	0.71	0.71
Unclaimed Dividends Fee	25.75	25.75
VAT	178.93	178.93
Irrecoverable	920.37	6,099.30
	920.37	6,099.30
UNSECURED CREDITORS		
Director's Loan Account	NIL	1,037.81
Employees	NIL	11.98
H M Revenue & Customs	NIL	227.43
HMRC - Tax and NI Deductions	NIL	2.40
Inter-Company Creditors	NIL	4,383.05
Trade Creditors	NIL	1,282.21
	NIL	6,944.88
DISTRIBUTIONS		
Ordinary Shareholders	NIL	NIL
	NIL	NIL
	920.37	0.00
REPRESENTED BY		0.00

Appendix 2 - Detailed list of work undertaken for the Review Period

Administration

This represents the work involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder (and their managers). It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Setting up electronic case files.
- Setting up the case on the practice's electronic case management system and entering data.
- Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment.
- Obtaining a specific penalty bond.
- Seeking a decision from creditors on the basis of the office holder's remuneration.
- Seeking a decision from creditors to increase the office holder's remuneration.
- Supervising the work of advisors instructed on the case to assist in dealing with pension schemes; obtaining reports and updates from them on the work done; and checking the adequacy of the work done.
- Dealing with all routine correspondence and emails 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 regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing an annual progress report to creditors and members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.
- Seeking closure clearance from HMRC and other relevant parties.
- Preparing, reviewing and issuing a final account of the liquidation to creditors and members.
- Filing a final return at Companies House.

Creditors

Claims of creditors - the office holder needed to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports could be issued to the creditors. The office holder also needed to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they were received. The office holder was required to undertake this work as part of his statutory functions.

- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.
- Clearing cheques from dividends paid to creditors.

Appendix 3 – Hudson Weir’s Fees Policy

CHARGE OUT RATES & POLICY REGARDING THE RECOVERY OF EXPENSES PURSUANT TO STATEMENT OF INSOLVENCY PRACTICE 9

The following information applies to all appointments of Insolvency Practitioners acting as:-

Liquidator, Receiver, Administrator or Administrative Receiver of a Limited Company
Trustee in Bankruptcy
Supervisor of an Individual, Company or Partnership Voluntary Arrangement
Administrator under the Insolvent Estates Order
Monitor

When acting as Nominee, the provisions of the Insolvency Act require that the amount of the fees payable to the Office-holder be specified within the Debtor’s proposals. Such fees will nevertheless be fixed to take account of the Office-holder’s expected time costs arising as referred to below.

1. POLICY ON FEES

Fees are either fixed by reference to time costs, or as a percentage of realisations and distributions, or a set amount or any combination of all three. Where fees are agreed on a time cost basis, rates may be varied from time to time, at the sole discretion of the practice, and such changes will be notified in retrospect with each report to Creditors. It is our policy to use as junior grade of staff as compatible with the efficient conduct of the matter in order to ensure costs are kept to a minimum.

1.1. CHARGE-OUT RATES

Where the approved basis of remuneration is on a time costs basis, work undertaken on cases is recorded in 6 minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. Details of charge-out rates effective from 1 April 2021 are as follows:

	Rate from 1 May 2020 Per hour (£)	Rate from 1 April 2021 Per Hour (£)
Directors/Insolvency Practitioners	560	600
Senior Managers and Managers	360-415	370-425
Administrators	140-275	145-285
Secretaries & Support Staff	110	120

Rates vary between individuals, reflecting experience and qualification. Please note that support staff time is charged to the case at the rate indicated. Rates are subject to review annually. Any change in rates will be advised to creditors.

For further information on the manner in which an Office Holder’s fees may be fixed, please refer to the guidance notes in relation to fees which can be downloaded from <https://www.hudsonweir.co.uk/resources/>.

1.2. FIXED AND % FEES

Where fees are authorised and approved as a fixed fee and/or % fee this fee is to cover the costs incurred by the Insolvency Practitioner and his staff and does not include any additional direct costs.

2. RECOVERY OF EXPENSES

An expense is a directly attributable cost to the estate which is neither an office holder's remuneration nor a distribution to creditors or members. Expenses can include disbursements, payments met by the office holder and subsequently recovered from the estate, and are divided into those that do not need approval before they are charged to the estate (category 1) and those that do (category 2).

Category 1 expenses are payments to independent third parties and do not have to be approved prior to payment, but when reporting to the creditors committee and creditors during the course of the liquidation the actual expenses incurred will be compared with the original estimate provided with any material difference explained (e.g. where legal costs rise due to escalated recovery action).

Category 2 expenses are payments to associates, or parties with a professional or personal relationship, or payments which have an element of shared costs. These expenses require approval in the same manner as an office holder's remuneration. This will include any case related travel or subsistence incurred by staff working on this case. Where it is necessary for staff to travel from the office, business mileage may be charged at the HMRC rate of 45p per mile.

An estimate of expenses (including disbursements) is provided to creditors when the basis of the office-holder's fees are approved.

The expenses recovered by the practice are as follows:-

Expenses	Charge
Category 1	
Indemnity Bond	At cost of mandatory cover required in accordance with the Insolvency Act 1986 for each appointment
Insurance of assets	At cost in relation to asset coverage requirements
Company searches	At cost incurred
Statutory Advertising	At cost incurred
External postage	At cost incurred
Category 2	
Mileage (where any staff of office holder of utilises their own vehicle)	45p/mile
Other travel charges	At cost in accordance with internal policy
Subsistence and any other miscellaneous disbursements, where appropriately incurred,	At cost in accordance with internal policy

Some statutory category 1 expenses, such as the bond and statutory advertising, may be paid by the practice in the first instance due to a lack of funds in the estate to enable a direct payment.

These disbursements, when recovered, may be considered a category 2 expense as the recovery is a payment to the practice of the IP however they are recovered at cost, plus VAT, as appropriate. Where this is the case, agreement to the recovery of category 2 expenses as authorised is to include these, otherwise, direct costs.

3. Specialist Professional Advisors

On occasion it is necessary for the office holder to engage with specialist professional advisers. Professional advisers are selected with regard to the specific requirements and based upon the office-holders professional judgement of their experience and ability to perform the necessary work, the complexity and nature of the assignment and the basis of the fee arrangement with to ensure a fair and reasonable cost to the estate.

Expenses incurred in respect of specialist advisers are subject to independent assessment prior to engagement and reported in accordance with current guidance. Unless a significant personal or professional relationship, that may give rise to a potential threat or conflict, has been identified with any Advisor their costs are regarded as category 1 expenses.

4. Use of Subcontractors

It is not our policy to use sub-contractors. If it is necessary to use sub-contractors for the benefit of the estate full disclosure will be provided to creditors in the regular progress report for individual cases with an explanation of the work to be undertaken, why it is necessary and the cost incurred.

Time Entry - SIP9 Time & Cost Summary

GALL002 - Gallery Support Group Limited
All Post Appointment Project Codes
From: 20/05/2019 To: 28/10/2019

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.00	1.20	5.70	2.10	9.00	2,342.50	239.03
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors and Distributions	0.00	3.60	10.20	0.00	14.60	3,988.50	273.18
Fixed Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.10	0.00	0.00	0.10	32.50	325.00
Reporting	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	1.00	4.90	15.90	2.10	24.50	6,363.50	259.73
Total Fees Claimed						5,000.00	
Total Disbursements Claimed						0.00	

Time Entry - SIP9 Time & Cost Summary

GALL002 - Gallery Support Group Limited
All Post Appointment Project Codes
From: 28/10/2019 To: 19/05/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.40	2.90	5.60	5.97	14.86	3,447.12	231.90
Case Specific Matters	0.00	0.20	0.00	0.00	0.20	65.00	325.00
Creditors and Distributions	3.60	15.50	19.10	0.60	38.80	12,090.00	311.60
Fixed Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reporting	0.00	5.90	1.40	5.30	12.60	3,231.50	256.47
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	4.00	24.50	26.10	11.87	66.47	18,833.62	283.36
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

II. Time cost information for the appointment of the current Liquidator, 28 October 2019 to 19 May 2021

Time Entry - SIP9 Time & Cost Summary

GALL002 - Gallery Support Group Limited
All Post Appointment Project Codes
From: 19/05/2020 To: 19/05/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.00	1.20	2.60	5.90	9.70	1,853.50	191.08
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors and Distributions	0.00	1.60	1.10	0.40	3.10	890.50	287.26
Fixed Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reporting	0.00	5.90	1.40	5.30	12.60	3,231.50	256.47
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.00	8.70	5.10	11.60	25.40	5,975.50	235.26
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

III. Time cost information for the Review period

Time Entry - SIP9 Time & Cost Summary

GALL002 - Gallery Support Group Limited
All Post Appointment Project Codes
To: 19/05/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	1.20	4.10	11.30	8.07	24.67	5,789.62	234.73
Case Specific Matters	0.00	0.20	0.00	0.00	0.20	65.00	325.00
Creditors and Distributions	4.40	19.10	29.30	0.60	53.40	16,078.50	301.10
Fixed Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.10	0.00	0.00	0.10	32.50	325.00
Reporting	0.00	5.90	1.40	5.30	12.60	3,231.50	256.47
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	5.60	29.40	42.00	13.96	90.97	25,197.12	277.00
Total Fees Claimed						5,000.00	
Total Disbursements Claimed						0.00	

IV. Time cost information for the Liquidation as a whole

Appendix 5 - Time costs summary for Review Period, cumulative & comparison with estimate

	Original fees estimate			Actual time costs incurred during the Review Period			Total time costs incurred to date		
Work category	Number of hours	Blended hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration (including statutory reporting)	15.00	252.78	3,791.67	22	277	5,085	37	246	7,568
Realisation of assets	0.20	371.67	74.33	-	-	-	0.10	325	33
Creditors (claims and distribution)	26.00	247.82	6,443.33	3	287	891	53	301	16,079

Appendix 6 - Notice of Final Account of

Gallery Support Group Limited (“the Company”) – In Creditors’ Voluntary Liquidation

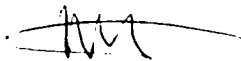
Company registered number: 08241106

NOTICE IS GIVEN by the Liquidator, Hasib Howlader, under rule 6.28 of The Insolvency (England and Wales) Rules 2016 and section 106 of The Insolvency Act 1986, that the company’s affairs have been fully wound up.

1. Creditors have the right under rule 18.9 of The Insolvency (England and Wales) Rules 2016 to request further details of the Liquidator’s remuneration and expenses. That request must be made to the Liquidator within 21 days of receipt of the final account, and with either the permission of the Court, or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question). Secured creditors may also request further details.
2. Creditors have the right under rule 18.34 of The Insolvency (England and Wales) Rules 2016 to apply to Court to challenge the amount and/or basis of the Liquidator’s fees, and/or the amount of any expenses incurred. That application must be made within 8 weeks of receipt of the final account, and with either the permission of the Court, or with the concurrence of 10% in value of the creditors (including the creditor in question). Secured creditors may also make an application.
3. Creditors may object to the release of the Liquidator by giving notice in writing to the Liquidator at the address given below before the end of the prescribed period. The prescribed period will end at the later of: 8 weeks after delivery of this notice; or, if any request for information regarding the Liquidator’s remuneration and/or expenses is made under rule 18.9, or if any application is made to Court to challenge the Liquidator’s fees and/or expenses under rules 18.34 or 18.35, when that request or application is finally determined.
4. The Liquidator will vacate office under section 171 of the Insolvency Act 1986 when, upon expiry of the prescribed period that creditors have to object to their release, they deliver to the Registrar of Companies the final account and a notice saying whether any creditor has objected to their release.
5. The Liquidator will be released under section 173 of the Insolvency Act 1986 at the same time as vacating office, unless any creditors objected to their release.

Creditors requiring further information regarding the above, should either contact me at Third Floor, 112 Clerkenwell Road, London, EC1M 5SA, or contact Ellie Knapp by email at ellie@hudsonweir.co.uk, or by phone on 020 7099 6086 before my release.

DATED THIS 19TH DAY OF MAY 2021



Hasib Howlader
Liquidator

Appendix 7 - Notice about final dividend position

Gallery Support Group Limited ("**the Company**") – In Creditors' Voluntary Liquidation

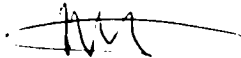
Company registered number: 08241106

Notice is given under rule 14.36 of The Insolvency (England and Wales) Rules 2016, by Hasib Howlader, the Liquidator, to the creditors of Gallery Support Group Limited, that no further dividend will be declared to unsecured creditors

There will not be any further dividend declared to non-preferential unsecured creditors as the funds realised have been used to pay prior dividends to non-preferential unsecured creditors, and to meet the expenses of the Liquidation.

Creditors requiring further information regarding the above, should either contact me at Third Floor, 112 Clerkenwell Road, London, EC1M 5SA, or contact Ellie Knapp by email at ellie@hudsonweir.co.uk, or by phone on 020 7099 6086.

DATED THIS 19TH DAY OF MAY 2021

A handwritten signature in black ink, appearing to be 'Hasib', with a long horizontal stroke extending to the right.

Hasib Howlader
Liquidator

TO ALL KNOWN CREDITORS AND MEMBERS

Our ref GALL002/HH/NS/KL/KB

Your ref

Date 19 May 2021

Dear Sirs

Gallery Support Group Limited ("**the Company**") – In **Creditors'** Voluntary Liquidation

I am now able to conclude the winding up of the affairs of the Company and enclose my final account and notice to creditors and members, together with a receipts and payments account for the whole of the period I was in office.

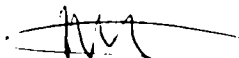
Also enclosed is a formal notice setting out the final dividend position in respect of the liquidation, although the information in that notice is summarised below.

There will not be any further dividend declared to non-preferential unsecured creditors as the funds realised have been used to pay prior dividends to non-preferential unsecured creditors, and to meet the expenses of the Liquidation.

Creditors and members should note that provided no objections to my release are received I shall obtain my release as Liquidator following the delivery of the final notice to the Registrar of Companies, following which my case files will be placed in storage.

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Ellie Knapp by email at ellie@hudsonweir.co.uk, or by phone on 020 3642 1710 before my release.

Yours faithfully



Hasib Howlader
LIQUIDATOR

Enc.

Gallery Support Group Limited – In Creditors’ Voluntary Liquidation

LIQUIDATOR’S FINAL ACCOUNT TO CREDITORS AND MEMBERS

Contents:

- Executive Summary
- Statutory Information
- Former Liquidators’ / Liquidator’s Actions Since Appointment
- Receipts & Payments Account
- Asset Realisations
- Liabilities
- Dividend Prospects
- Investigation into the Affairs of the Company
- Liquidator’s Remuneration
- Liquidation Expenses
- Further Information
- Summary

Appendices:

- Appendix 1 - Receipts and Payments account for the period 20 May 2020 to 19 May 2021 (the “Review Period”) and cumulative to 19 May 2021
- Appendix 2 - Detailed list of work undertaken for the Review Period
- Appendix 3 – Hudson Weir’s Fees Policy
- Appendix 4 – Time Cost Information
 - I. Time cost information for the appointment of the former Liquidator, 20 May 2019 to 28 October 2019
 - II. Time cost information for the appointment of the current Liquidator, 28 October 2019 to 19 May 2021
 - III. Time cost information for the Review period
 - IV. Time cost information for the Liquidation as a whole
- Appendix 5 - Time costs summary for Review Period, cumulative & comparison with estimate
- Appendix 6 – Notice of Final Account
- Appendix 7 – Notice about final dividend position

EXECUTIVE SUMMARY

This report describes the progress during the period from 20 May 2020 to 19 May 2021 ("the Review Period"), as well as summarising the progress of the Liquidation as a whole. During the Review Period, the administration of the Liquidation was finalised, primarily being obtaining clearance from HM Revenue and Customs "HMRC". The Liquidation is now being progressed to closure.

STATUTORY INFORMATION

Company name:	Gallery Support Group Limited
Company number:	08241106
Trading address:	Unit 4, 89 Manor Farm Road, Wembley, HA0 1BA
Registered office	Third Floor, 112 Clerkenwell Road, London, EC1M 5SA
Former registered office:	Yare House 62-64, Thorpe Road, Norwich, Norfolk, NR1 1RY
Principal trading activity:	Other transportation support activities
Liquidator's name:	Hasib Howlader
Liquidator's address:	Third Floor, 112 Clerkenwell Road, London, EC1M 5SA
Date of appointment	20 May, 2019

Name, address and appointment details of the former Liquidator:

Michelle Mills of Hudson Weir was appointed Administrator of the Company on 25 May 2018. On 20 May 2019, the Company moved from Administration to Creditors' Voluntary Liquidation in order to pay a dividend to the unsecured creditors and Michelle Mills was subsequently appointed Liquidator of the Company.

Following a Block Transfer Order made by the Court on 28 October 2019, Hasib Howlader replaced Michelle Mills as Liquidator on the same day.

LIQUIDATOR'S ACTIONS SINCE APPOINTMENT

This report should be read in conjunction with the previous progress reports and the receipts and payments account at Appendix 1.

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

- The progress report for the year ending 19 May 2020; and
- This Final Account

Other administration tasks:

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

- Case reviews;
- Correspondence with creditors; and
- Statutory filing

There is certain work that I am required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since my last progress report is contained in Appendix 2.

RECEIPTS AND PAYMENTS ACCOUNT

My Receipts & Payments Account for the period from 20 May 2019 to 19 May 2021 and for the period since 20 May 2020 is attached at Appendix 1. All amounts are shown net of VAT. I have reconciled the account against the financial records that I am required to maintain.

ASSET REALISATIONS

The Company's assets were sold by the former Administrator, ahead of the Company entering Creditors Voluntary Liquidation. Details of which can be found in the progress reports during the Administration.

Below is a summary of the realisations during the Liquidation:

Asset	Estimated to realise per Statement of Affairs	Realisations to date	Anticipated future realisations	Total realisations
Administration surplus	n/a	13,044	nil	13,044

Administration Surplus

As you can see above, the only estimated realisation in the Statement of Affairs was the Administration Surplus. This represents the residual balance in the Administration estate, which was transferred to the Liquidation Estate upon the Company entering Liquidation. The total of which was £13,044.

LIABILITIES

Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has no current charges over its assets.

The legislation requires that 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

The Liquidators did not anticipate any claims from preferential creditors as they were paid in full during the Administration.

Crown Creditors

The statement of affairs included £13,945 owed to HMRC. HMRC's final claim of £29,008 has been received.

Non-Preferential Unsecured Creditors

The statement of affairs, submitted during the Administration, included 59 non-preferential unsecured creditors with an estimated total liability of £458,463. I have received claims from 55 creditors at a total of £896,846. I have not received claims from 11 creditors with original estimated claims in the statement of

affairs of £23,873. There was one claim that was significantly higher than anticipated, which was from an Inter-Company creditor. This claim was £365,218 higher than what was stated in the Statement of Affairs, the Liquidator took necessary due diligence ahead of admitting this claim.

DIVIDEND PROSPECTS

Unsecured creditors

On 17 December 2019 a first and final dividend to unsecured creditors totalling £6,945, representing 0.78p in the £ was declared and paid.

There will not be any further dividends declared to non-preferential unsecured creditors as the funds realised have been used to meet the expenses of the Liquidation.

There is an unclaimed dividend to an employee totalling £12 and an unclaimed dividend to a trade creditor totalling £215 which will be sent to the Insolvency Services' Unclaimed Monies Department upon closure.

INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

The former Administrator conducted investigations during the course of the Administration, prior to the Company entering Creditors Voluntary Liquidation, details of which can be found in their progress reports. No matters required further investigation during the course of the Liquidation.

LIQUIDATOR'S REMUNERATION

I would remind creditors that pre appointment fees were only paid in the Administration, not in the Liquidation.

Following various fee structures being considered and having prepared the fee estimate, it was considered that the fees would be in excess of £10,000.

The basis of my remuneration was approved by creditors on 17 October 2019 on a fixed fee of £5,000 for my work in respect of admin and planning, creditors and realisations of assets. This permitted further funds to be available to creditors.

I have drawn £5,000 to date, none of which has been drawn in the period since 20 May 2020, in respect of work done for which my fees were approved as a fixed fee.

A detailed schedule of my total time costs in the Liquidation and also in the period since 20 May 2020, compared with my original fees estimate is attached as Appendix 5.

As at 19 May 2021 you can see from the information provided in this report, the total time costs I have incurred in this matter have exceeded the total estimated remuneration I set out in my fee estimate. However, I have not drawn fees in excess of my approval of a fixed fee on £5,000.

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/>. Details about how an office holder's fees may be approved for each case type are available in a series of Guidance Notes issued with Statement of Insolvency Practice 9, and they can be accessed at <https://www.hudsonweir.co.uk/resources/>. There are different versions of these Guidance Notes, and in this case please refer to the most recent version. Please note that we have also provided further information about an office holder's remuneration and expenses in our practice fee recovery sheet, which is enclosed at Appendix 3.

LIQUIDATOR'S EXPENSES

Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder and then reimbursed to the office holder from the estate. Expenses are split into:

- category 1 expenses, which are payments to persons providing the service to which the expense relates who are not an associate of the office holder; and
- category 2 expenses, which are payments to associates or which have an element of shared costs. Before being paid category 2 expenses require approval in the same manner as an office holder's remuneration.

I have incurred total expenses of £437, of which I incurred £249 in the period since 19 May 2020. I have not been able to draw any expenses in this matter.

I have incurred the following expenses in the period since the last progress report:

Type of expense	Amount incurred/ accrued in the reporting period
Storage Costs	£829
Postage	£1
Insolvency Bond	£65
Unclaimed Dividends Fee	£26

Details of the category 1 expenses that I have paid to date are included in the receipts and payments account attached.

Creditors should note that Category 2 expenses were not approved, therefore none have been incurred or paid.

Nature of expense	Estimated expenses	Expenses incurred during the Liquidation	Reason exceeded (if applicable)
Statutory Advertising	£74	-	-
Storage and collection of records	£350	£829	Originally anticipated that storage would be required for a shorter length of time
Bonding	-	£65	Not originally anticipated
Postage	-	£1	Not originally anticipated
Unclaimed Dividends Fee	-	£26	Not originally anticipated
Total	£424	£921	

As you can see above, the total expenses I have incurred in this matter have exceeded the total expenses I estimated I would incur when my remuneration was approved. The reasons I have exceeded the estimate of expenses are outlined in the table above.

FURTHER INFORMATION

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 their receipt of this final account. 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 unsecured creditors (including the creditor in question), apply to Court to challenge the amount of remuneration charged by the Liquidator as being excessive, and/or the basis of the Liquidator's remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this final account. Any secured creditor may make a similar application to court within the same time limit.

To comply with the Provision of Services Regulations, some general information about Hudson Weir Limited can be found at <https://www.hudsonweir.co.uk/provision-of-services-regulations/>.

Complaints

Every endeavour will be made to try to resolve any issues that may arise. However, if any matter is not dealt with to your satisfaction please refer to our Complaint Policy at: <https://www.hudsonweir.co.uk/provision-of-services-regulations/>.

Should you have any queries please do not hesitate to contact Nicholas Andrew Stratten on 020 7681 6086.

GDPR

The Hudson Weir Limited GDPR privacy policy can be viewed at www.hudsonweir.co.uk/privacy-policy.

Ethics

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

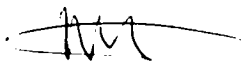
General ethical considerations

During the Review Period, no new threats to compliance with the Code of Ethics have been identified.

SUMMARY

The winding up of the Company is now for all practical purposes complete and I am seeking the release of myself as Liquidator of the Company. Creditors and members should note that provided no objections to my release are received we shall obtain my release as Liquidator following the delivery of the final notice to the Registrar of Companies, following which my case files will be placed in storage.

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Ellie Knapp by email at ellie@hudsonweir.co.uk, or by phone on 020 7099 608 before my release.



Hasib Howlader
LIQUIDATOR

Appendix 1

Receipts & Payments Account

Gallery Support Group Limited (In Liquidation) Liquidator's Summary of Receipts & Payments

	From 20/05/2020 To 19/05/2021 £	From 20/05/2019 To 19/05/2021 £
ASSET REALISATIONS		
Administration Surplus	NIL	13,044.18
Intellectual Property	NIL	NIL
Leasehold Property	NIL	NIL
Motor Vehicles - Encumbered	NIL	NIL
Rent Deposit	NIL	NIL
Shareholding in Masstone	NIL	NIL
	NIL	13,044.18
COST OF REALISATIONS		
Liquidator's Remuneration	NIL	5,000.00
Storage Costs	829.11	829.11
Insolvency Bond	64.80	64.80
Stationery and Postage	0.71	0.71
Unclaimed Dividends Fee	25.75	25.75
VAT	178.93	178.93
Irrecoverable		
	920.37	6,099.30
UNSECURED CREDITORS		
Director's Loan Account	NIL	1,037.81
Employees	NIL	11.98
H M Revenue & Customs	NIL	227.43
HMRC - Tax and NI Deductions	NIL	2.40
Inter-Company Creditors	NIL	4,383.05
Trade Creditors	NIL	1,282.21
	NIL	6,944.88
DISTRIBUTIONS		
Ordinary Shareholders	NIL	NIL
	NIL	NIL
	920.37	0.00
REPRESENTED BY		
		0.00

Appendix 2 - Detailed list of work undertaken for the Review Period

Administration

This represents the work involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder (and their managers). It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Setting up electronic case files.
- Setting up the case on the practice's electronic case management system and entering data.
- Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment.
- Obtaining a specific penalty bond.
- Seeking a decision from creditors on the basis of the office holder's remuneration.
- Seeking a decision from creditors to increase the office holder's remuneration.
- Supervising the work of advisors instructed on the case to assist in dealing with pension schemes; obtaining reports and updates from them on the work done; and checking the adequacy of the work done.
- Dealing with all routine correspondence and emails 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 regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing an annual progress report to creditors and members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.
- Seeking closure clearance from HMRC and other relevant parties.
- Preparing, reviewing and issuing a final account of the liquidation to creditors and members.
- Filing a final return at Companies House.

Creditors

Claims of creditors - the office holder needed to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports could be issued to the creditors. The office holder also needed to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they were received. The office holder was required to undertake this work as part of his statutory functions.

- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.
- Clearing cheques from dividends paid to creditors.

Appendix 3 – Hudson Weir’s Fees Policy

CHARGE OUT RATES & POLICY REGARDING THE RECOVERY OF EXPENSES PURSUANT TO STATEMENT OF INSOLVENCY PRACTICE 9

The following information applies to all appointments of Insolvency Practitioners acting as:-

Liquidator, Receiver, Administrator or Administrative Receiver of a Limited Company
Trustee in Bankruptcy
Supervisor of an Individual, Company or Partnership Voluntary Arrangement
Administrator under the Insolvent Estates Order
Monitor

When acting as Nominee, the provisions of the Insolvency Act require that the amount of the fees payable to the Office-holder be specified within the Debtor’s proposals. Such fees will nevertheless be fixed to take account of the Office-holder’s expected time costs arising as referred to below.

1. POLICY ON FEES

Fees are either fixed by reference to time costs, or as a percentage of realisations and distributions, or a set amount or any combination of all three. Where fees are agreed on a time cost basis, rates may be varied from time to time, at the sole discretion of the practice, and such changes will be notified in retrospect with each report to Creditors. It is our policy to use as junior grade of staff as compatible with the efficient conduct of the matter in order to ensure costs are kept to a minimum.

1.1. CHARGE-OUT RATES

Where the approved basis of remuneration is on a time costs basis, work undertaken on cases is recorded in 6 minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. Details of charge-out rates effective from 1 April 2021 are as follows:

	Rate from 1 May 2020 Per hour (£)	Rate from 1 April 2021 Per Hour (£)
Directors/Insolvency Practitioners	560	600
Senior Managers and Managers	360-415	370-425
Administrators	140-275	145-285
Secretaries & Support Staff	110	120

Rates vary between individuals, reflecting experience and qualification. Please note that support staff time is charged to the case at the rate indicated. Rates are subject to review annually. Any change in rates will be advised to creditors.

For further information on the manner in which an Office Holder’s fees may be fixed, please refer to the guidance notes in relation to fees which can be downloaded from <https://www.hudsonweir.co.uk/resources/>.

1.2. FIXED AND % FEES

Where fees are authorised and approved as a fixed fee and/or % fee this fee is to cover the costs incurred by the Insolvency Practitioner and his staff and does not include any additional direct costs.

2. RECOVERY OF EXPENSES

An expense is a directly attributable cost to the estate which is neither an office holder's remuneration nor a distribution to creditors or members. Expenses can include disbursements, payments met by the office holder and subsequently recovered from the estate, and are divided into those that do not need approval before they are charged to the estate (category 1) and those that do (category 2).

Category 1 expenses are payments to independent third parties and do not have to be approved prior to payment, but when reporting to the creditors committee and creditors during the course of the liquidation the actual expenses incurred will be compared with the original estimate provided with any material difference explained (e.g. where legal costs rise due to escalated recovery action).

Category 2 expenses are payments to associates, or parties with a professional or personal relationship, or payments which have an element of shared costs. These expenses require approval in the same manner as an office holder's remuneration. This will include any case related travel or subsistence incurred by staff working on this case. Where it is necessary for staff to travel from the office, business mileage may be charged at the HMRC rate of 45p per mile.

An estimate of expenses (including disbursements) is provided to creditors when the basis of the office-holder's fees are approved.

The expenses recovered by the practice are as follows:-

Expenses	Charge
Category 1	
Indemnity Bond	At cost of mandatory cover required in accordance with the Insolvency Act 1986 for each appointment
Insurance of assets	At cost in relation to asset coverage requirements
Company searches	At cost incurred
Statutory Advertising	At cost incurred
External postage	At cost incurred
Category 2	
Mileage (where any staff of office holder of utilises their own vehicle)	45p/mile
Other travel charges	At cost in accordance with internal policy
Subsistence and any other miscellaneous disbursements, where appropriately incurred,	At cost in accordance with internal policy

Some statutory category 1 expenses, such as the bond and statutory advertising, may be paid by the practice in the first instance due to a lack of funds in the estate to enable a direct payment.

These disbursements, when recovered, may be considered a category 2 expense as the recovery is a payment to the practice of the IP however they are recovered at cost, plus VAT, as appropriate. Where this is the case, agreement to the recovery of category 2 expenses as authorised is to include these, otherwise, direct costs.

3. Specialist Professional Advisors

On occasion it is necessary for the office holder to engage with specialist professional advisers. Professional advisers are selected with regard to the specific requirements and based upon the office-holders professional judgement of their experience and ability to perform the necessary work, the complexity and nature of the assignment and the basis of the fee arrangement with to ensure a fair and reasonable cost to the estate.

Expenses incurred in respect of specialist advisers are subject to independent assessment prior to engagement and reported in accordance with current guidance. Unless a significant personal or professional relationship, that may give rise to a potential threat or conflict, has been identified with any Advisor their costs are regarded as category 1 expenses.

4. Use of Subcontractors

It is not our policy to use sub-contractors. If it is necessary to use sub-contractors for the benefit of the estate full disclosure will be provided to creditors in the regular progress report for individual cases with an explanation of the work to be undertaken, why it is necessary and the cost incurred.

Appendix 4 – Time Cost Information

I. Time cost information for the appointment of the former Liquidator, 20 May 2019 to 28 October 2019

Time Entry - SIP9 Time & Cost Summary

GALL002 - Gallery Support Group Limited
All Post Appointment Project Codes
From: 20/05/2019 To: 28/10/2019

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.80	1.20	5.70	2.10	9.80	2,342.50	239.03
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors and Distributions	0.80	3.60	10.20	0.00	14.60	3,588.50	273.18
Fixed Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.10	0.00	0.00	0.10	32.50	325.00
Reporting	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	1.60	4.90	15.90	2.10	24.50	6,353.50	259.73
Total Fees Claimed						5,000.00	
Total Disbursements Claimed						0.00	

II. Time cost information for the appointment of the current Liquidator, 28 October 2019 to 19 May 2021

Time Entry - SIP9 Time & Cost Summary

GALL002 - Gallery Support Group Limited
All Post Appointment Project Codes
From: 28/10/2019 To: 19/05/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.40	2.90	5.60	5.97	14.86	3,447.12	231.90
Case Specific Matters	0.00	0.20	0.00	0.00	0.20	65.00	325.00
Creditors and Distributions	3.60	15.50	19.10	0.60	38.80	12,090.00	311.60
Fixed Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reporting	0.00	5.90	1.40	5.30	12.60	3,231.50	256.47
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	4.00	24.50	25.10	11.87	66.47	18,833.62	283.36
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

Time Entry - SIP9 Time & Cost Summary

GALL002 - Gallery Support Group Limited
All Post Appointment Project Codes
From: 19/05/2020 To: 19/05/2021

III. Time cost information for the Review period

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.00	1.20	2.60	5.90	9.70	1,853.50	191.08
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors and Distributions	0.00	1.60	1.10	0.40	3.10	890.50	287.26
Fixed Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reporting	0.00	5.90	1.40	5.30	12.60	3,231.50	256.47
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.00	8.70	5.10	11.60	25.40	5,975.50	235.26
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

Time Entry - SIP9 Time & Cost Summary

GALL002 - Gallery Support Group Limited
All Post Appointment Project Codes
To: 19/05/2021

IV. Time cost information for the Liquidation as a whole

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	1.20	4.10	11.30	8.07	24.67	5,789.62	234.73
Case Specific Matters	0.00	0.20	0.00	0.00	0.20	65.00	325.00
Creditors and Distributions	4.40	19.10	29.30	0.60	53.40	16,078.50	301.10
Fixed Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.10	0.00	0.00	0.10	32.50	325.00
Reporting	0.00	5.90	1.40	5.30	12.60	3,231.50	256.47
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	5.60	29.40	42.00	13.96	90.97	25,197.12	277.00
Total Fees Claimed						5,000.00	
Total Disbursements Claimed						0.00	

Appendix 5 - Time costs summary for Review Period, cumulative & comparison with estimate

	Original fees estimate			Actual time costs incurred during the Review Period			Total time costs incurred to date		
Work category	Number of hours	Blended hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration (including statutory reporting)	15.00	252.78	3,791.67	22	277	5,085	37	246	7,568
Realisation of assets	0.20	371.67	74.33	-	-	-	0.10	325	33
Creditors (claims and distribution)	26.00	247.82	6,443.33	3	287	891	53	301	16,079

Appendix 6 - Notice of Final Account of

Gallery Support Group Limited (“the Company”) – In Creditors’ Voluntary Liquidation

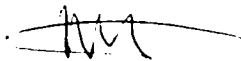
Company registered number: 08241106

NOTICE IS GIVEN by the Liquidator, Hasib Howlader, under rule 6.28 of The Insolvency (England and Wales) Rules 2016 and section 106 of The Insolvency Act 1986, that the company’s affairs have been fully wound up.

1. Creditors have the right under rule 18.9 of The Insolvency (England and Wales) Rules 2016 to request further details of the Liquidator’s remuneration and expenses. That request must be made to the Liquidator within 21 days of receipt of the final account, and with either the permission of the Court, or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question). Secured creditors may also request further details.
2. Creditors have the right under rule 18.34 of The Insolvency (England and Wales) Rules 2016 to apply to Court to challenge the amount and/or basis of the Liquidator’s fees, and/or the amount of any expenses incurred. That application must be made within 8 weeks of receipt of the final account, and with either the permission of the Court, or with the concurrence of 10% in value of the creditors (including the creditor in question). Secured creditors may also make an application.
3. Creditors may object to the release of the Liquidator by giving notice in writing to the Liquidator at the address given below before the end of the prescribed period. The prescribed period will end at the later of: 8 weeks after delivery of this notice; or, if any request for information regarding the Liquidator’s remuneration and/or expenses is made under rule 18.9, or if any application is made to Court to challenge the Liquidator’s fees and/or expenses under rules 18.34 or 18.35, when that request or application is finally determined.
4. The Liquidator will vacate office under section 171 of the Insolvency Act 1986 when, upon expiry of the prescribed period that creditors have to object to their release, they deliver to the Registrar of Companies the final account and a notice saying whether any creditor has objected to their release.
5. The Liquidator will be released under section 173 of the Insolvency Act 1986 at the same time as vacating office, unless any creditors objected to their release.

Creditors requiring further information regarding the above, should either contact me at Third Floor, 112 Clerkenwell Road, London, EC1M 5SA, or contact Ellie Knapp by email at ellie@hudsonweir.co.uk, or by phone on 020 7099 6086 before my release.

DATED THIS 19TH DAY OF MAY 2021



Hasib Howlader
Liquidator

Appendix 7 - Notice about final dividend position

Gallery Support Group Limited ("**the Company**") – In Creditors' Voluntary Liquidation

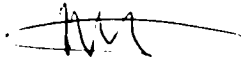
Company registered number: 08241106

Notice is given under rule 14.36 of The Insolvency (England and Wales) Rules 2016, by Hasib Howlader, the Liquidator, to the creditors of Gallery Support Group Limited, that no further dividend will be declared to unsecured creditors

There will not be any further dividend declared to non-preferential unsecured creditors as the funds realised have been used to pay prior dividends to non-preferential unsecured creditors, and to meet the expenses of the Liquidation.

Creditors requiring further information regarding the above, should either contact me at Third Floor, 112 Clerkenwell Road, London, EC1M 5SA, or contact Ellie Knapp by email at ellie@hudsonweir.co.uk, or by phone on 020 7099 6086.

DATED THIS 19TH DAY OF MAY 2021

A handwritten signature in black ink, appearing to be 'Hasib', with a long horizontal stroke extending to the right.

Hasib Howlader
Liquidator