

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

THURSDAY



A6HDG79K

A12

19/10/2017

#266

COMPANIES HOUSE

1 Company details

Company number 0 8 2 5 1 3 1 8
Company name in full Mere Green Barbers Limited
t/a Kings Barber

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

2 Liquidator's name

Full forename(s) Tauseef
Surname Rashid

3 Liquidator's address

Building name/number Bolton House
Street 18 Bolton Road
Post town Bradford
County/Region West Yorkshire
Postcode B D 1 4 D A
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

[Handwritten signature]

X

Signature date

d

1

d

8

m

1

m

0

y

2

y

0

y

1

y

7

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

Haseeb Butt

Company name

Kingsland Business Recovery

Address

Bolton House

18 Bolton Road

Post town

Bradford

County/Region

West Yorkshire

Postcode

B D 1 4 D A

Country

DX

Telephone

0800 955 3595



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

**Mere Green Barbers Limited t/a Kings Barber
(In Liquidation)
Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 19/10/2016 To 17/10/2017 £	From 19/10/2016 To 17/10/2017 £
	ASSET REALISATIONS		
5,000.00	Plant & Machinery	6,000.00	6,000.00
	Bank Interest Gross	0.36	0.36
		<u>6,000.36</u>	<u>6,000.36</u>
	COST OF REALISATIONS		
	Preparation of S. of A.	4,500.00	4,500.00
	Office Holders Fees	1,445.67	1,445.67
	Statutory Advertising	54.40	54.40
	Bank Charges	0.29	0.29
		<u>(6,000.36)</u>	<u>(6,000.36)</u>
	UNSECURED CREDITORS		
(4,100.00)	Trade & Expense Creditors	NIL	NIL
(9,845.00)	Director's Loan Account	NIL	NIL
(10,803.82)	HM Revenue & Customs	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	<u>NIL</u>	<u>NIL</u>
		NIL	NIL
(19,848.82)		<u>(0.00)</u>	<u>(0.00)</u>

REPRESENTED BY

NIL


Tauseef Rashid
Liquidator

Our Ref: TR/0658
Contact: Haseeb Butt



t: 0800 955 3595 f: 0845 862 2686

e: info@kingslandbr.co.uk

a: 14 Derby Road, Stapleford,
Nottingham, NG9 7AA

www.kingslandbr.co.uk

**TO ALL KNOWN CREDITORS
TO ALL MEMBERS**

15 August 2017

Dear Sirs

Mere Green Barbers Limited t/a Kings Barber - In creditors' voluntary liquidation

Registered Address:	Kingsland Business Recovery, 14 Derby Road, Stapleford, Nottingham, NG9 7AA
Trading Address:	276A Litchfield Road, Birmingham, B74 2UG
Registered number:	08251318
Liquidator:	Tauseef Ahmed Rashid
Liquidator's Address:	Kingsland Business Recovery, 14 Derby Road, Stapleford, Nottingham, NG9 7AA
Date of Appointment:	19/10/2016

I am now in a position to conclude the Liquidation of the Company and therefore I enclose the following:

- Notice of no dividend;
- Notice that the Company's affairs are fully wound up; and
- My final account of the Liquidation.

If you require any further information please do not hesitate to contact Haseeb Butt of my office.

Yours faithfully

For and on behalf of

Mere Green Barbers Limited t/a Kings Barber


Tauseef A Rashid
Liquidator

NOTICE OF NO DIVIDEND

Company Name: Mere Green Barbers Limited/a Kings Barber (In Liquidation) ("the Company")

Company Number: 08251318

This Notice is given under Rule 14.36 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the Company, Tauseef Ahmed Rashid, of Kingsland Business Recovery, 14 Derby Road, Stapleford, Nottingham, NG9 7AA (Telephone no: 0800 955 3595), who was appointed by the members and creditors.

The Liquidator gives notice confirming that no dividend will be declared in the Liquidation of the Company.

The funds realised have already been distributed or used or allocated for paying the expenses of the Liquidation.

Signed: _____

Tauseef A Rashid
Liquidator

Dated: _____

15/08/17

NOTICE THAT THE COMPANY'S AFFAIRS ARE FULLY WOUND UP

Company Name: Mere Green Barbers Limitedt/a Kings Barber (In Liquidation) ("the Company")

Company Number: 08251318

This Notice is given under Rule 6.28 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the Company, Tauseef Ahmed Rashid, of Kingsland Business recovery, 14 Derby Road, Stapleford, Nottingham, NG9 7AA (Telephone no: 0800 955 3595), who was appointed by the members and creditors.

The Liquidator gives notice that the Company's affairs are fully wound up.

Creditors have the right:

- (i) to request information from the Liquidator under Rule 18.9 of the Rules;
- (ii) to challenge the Liquidator's remuneration and expenses under Rule 18.34 of the Rules; and
- (iii) to object to the release of the Liquidator by giving notice in writing below before the end of the prescribed period to:

Tauseef A Rashid
Kingsland Business Recovery
14 Derby Road
Stapleford
Nottingham
NG9 7AA

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 18.9 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 Liquidator 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 Liquidator 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: _____

Tauseef A Rashid
Liquidator

Dated: _____

15/08/17

**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-holder's 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 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.

FINAL ACCOUNT

MERE GREEN BARBERS LIMITED (IN CREDITORS' VOLUNTARY LIQUIDATION)

Content

- Executive Summary
- Administration and Planning
- Enquires and Investigations
- Realisation of Assets
- Trading
- Creditors
- Fees and Expenses
- Creditors' Rights
- EC Regulations
- Conclusion

Appendices

- Appendix I - Statutory Information
- Appendix II – Receipts and Payments account for the period 19 October 2016 to 17 October 2017
- Appendix III - Detailed list of work undertaken in the period
- Appendix IV - Time cost information for period 19 October 2016 to 17 October 2017
- Appendix V - Time costs summary for period & comparison with estimates
- Appendix VI - Expenses summary for period & comparison with estimates

EXECUTIVE SUMMARY

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

Assets

Asset	Estimated to realise per Statement of Affairs £	Actual Realisations £
Plant & Machinery	5,000	6,000
Gross Interest	Nil	0.36

Expenses

Expense	Amount per fees and expenses estimates £	Actual Expenses £
Liquidator's fees	5,605	1,445.67
Solicitors' fees	Nil	Nil
Agents' fees	Nil	Nil
All other expenses	180.80	54.69

Dividend prospects

Creditor class	Distribution / dividend paid
Secured creditor	N.A
Preferential creditors	N.A
Unsecured creditors	Nil

Closure

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

ADMINISTRATION AND PLANNING

Statutory information

Statutory information may be found at Appendix I.

The Liquidator is required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in Appendix III.

Reporting

The Liquidator has met his statutory and regulatory duties to report to creditors, as listed below. In consideration of the need for transparency and engagement with creditors, care has been taken to ensure that reports and other communications with creditors have provided useful details of the strategies pursued and the outcomes anticipated.

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

- The report presented to the creditors following the Liquidator's appointment;
- The report dated 09 December 2016, seeking postal resolution;
- This progress report;

Other administration tasks

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

- Case reviews
- Tax return
- Stat Companies House filing
- Asset realisations
- Advertising
- Correspondence with creditors
- Correspondence with HM Revenue & Customs

ENQUIRES AND INVESTIGATIONS

During the Review Period, the Liquidator carried out an initial review of the Company's affairs in the period prior to appointment. This included seeking information and explanations from the director by means of questionnaires; making enquiries of the Company's accountants; reviewing information received from creditors; and collecting and examining the Company's bank statements, accounts and other records.

The directors did not provide all book, however; the Liquidator did receive a completed questionnaire and a Statement of Affairs from the directors.

The information gleaned from this process enabled the Liquidator to meet his statutory duty to submit a confidential report on the conduct of the directors (past and present) to the Insolvency Service. This work was also carried out with the objective of making an initial assessment of whether there were any matters that may lead to any recoveries for the benefit of creditors. This would typically include any potential claims which may be brought against parties either connected to or who have past dealings with the Company.

This initial assessment has been completed and the Liquidator did not identify any further assets or actions which might lead to a recovery for creditors.

Although this work did not generate any financial benefit to creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

Pre-Appointment transactions with connected parties

In accordance with the guidance given in SIP13, details of the Company's transactions with connected parties during the two years prior to the Liquidator's appointment are provided below:

- The sale was agreed on 29 August 2016.
- The sale, which was completed by means of an invoice, included the following assets:
 - i. 1 Reception Desk
 - ii. 1 Waiting Area (Seating)
 - iii. 1 Henry Hoover
 - iv. 1 Music Store System
 - v. 18 Main clippers
 - vi. 4 Hairdryers
 - vii. 4 Shaving bowls and brushes
 - viii. 8 Gowns and Children's gowns
 - ix. 96 Pictures (Framed/Non Framed)
 - x. 4 Neck Brushes
 - xi. 4 Mirrors
 - xii. 4 Water spray bottles
 - xiii. 8 Brushes and Combs
- The sale consideration totalled £5,000 plus VAT, of which £2,000 was received on 10 October 2016 by Kingsland Business Recovery.
- The Sale completed on 07 December 2016.
- The purchaser was KBC AS Limited.
- The purchaser is connected to the Company by means of a common director. Mr. Adam Choudhry is a director of both companies.
- As far as the Liquidator are aware, the purchaser was not independently advised.

The Liquidator has reviewed these transactions and is of the opinion that the sale was made at a fair value and it was unlikely that sale in open market would have resulted in more net proceeds.

REALISATION OF ASSETS

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

Tangible Assets

According to the statement of affairs lodged in these proceedings, the Company had sold its fixed assets for £5,000 plus VAT to a connected Company, KBC AS Limited. The Liquidator received £6,000 for the sale of these assets.

An associate company, Classic Barbering Limited (CBL) made a similar sale to the KBC AS Limited. The Liquidator had requested an independent valuation agent, John Pye & Sons to advise if the sale done by CBL was at the market value. Agents confirmed their independence, are qualified by Royal Institute of Chartered Surveyors and have adequate professional indemnity insurance. The agents confirmed that sale in open market would have resulted in less net realisations for the Company. As the assets sold by the Company were similar to that of CBL, the Liquidator was satisfied that the sale was at a fair value.

Bank Interest

A minimal interest of 36p was received on the credit balance held in the client account.

CREDITORS

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

Secured creditors

The Company had not granted any charges over its assets.

Preferential creditors

As advised in the statement of affairs, the Liquidator did not receive any preferential claims

Unsecured creditors

The trade and expense creditors as per the statement of affairs totalled £24,748.82. Unsecured claims totalling £28,680.59 have been received during the course of the liquidation.

Dividend prospects

There is no prospect of a dividend to any class of creditor. Notice of no dividend is enclosed with this progress report.

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

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

FEES AND EXPENSES

Pre-Appointment Costs

At the meeting on 19 October 2016 the creditors authorised the fee of £5,000 plus VAT for assisting the directors in carrying out relevant work in placing the Company into Liquidation and with preparing the Statement of Affairs ("Statement of Affairs Fee").

A payment of £1,000 plus VAT from this fee was paid to Company's accountants, Mayfield Accountants, for their assistance with preparing the Statement of Affairs.

The Statement of Affairs Fee of £4,500 plus VAT was paid from first realisations after appointment and is reflected in the enclosed receipts and payments account. £500 plus VAT of Statement of Affairs fee remains outstanding and will be written off.

Liquidator's fees

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and director then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a manager or director.

The basis of the Liquidator's fees was approved by creditors on 05 January 2017 in accordance with the following resolution:

"That the basis of the Liquidator's fees be fixed by reference to the time properly given by the Liquidator and his staff in attending to matters to a maximum as set out in the fee estimate. Such time is to be charged at the prevailing standard hourly charge out rates used by the firm at the time when the work is performed."

The time costs for the period 19 October 2016 to 17 October 2017 total £2,700, representing 15.80 hours at an average hourly rate of £170.89. The sum of £1,445.67 has been drawn on account of time costs incurred. The time costs for the period are detailed at Appendix IV.

A comparison between the original estimate and time costs to date of closure is given at Appendix V.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Liquidator consider that:

- the original fees estimate is unlikely to be exceeded; and
- the original expenses estimate is unlikely to be exceeded.

Disbursements

The disbursements that have been incurred and not yet paid during the period are detailed on Appendix VI. Also included in Appendix VI is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

The category 1 disbursements paid for in the period 19 October 2016 to 17 October 2017 total £54.69 are detailed at Appendix VI and represent the simple reimbursement of actual out of pocket payments made in relation to the assignment.

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

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 Liquidator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

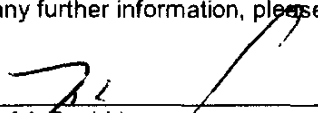
EC REGULATIONS

The Company's centre of main interest was in Unit 5 Highgate Business Park, Highgate Road, Birmingham, B12 8EA and 276A Litchfield Road, Birmingham, B74 2UG and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

CONCLUSION

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

If you require any further information, please contact this office.

Signed 
Tauseef A Rashid
Liquidator
15 August 2017

APPENDIX I – STATUTORY INFORMATION

Company Name	Mere Green Barbers Limited t/a Kings Barber
Company Number	08251318
Former Trading Name	None
Trading Address	276A Litchfield Road, Birmingham, B74 2UG
Registered Office	Kingsland Business Recovery, 14 Derby Road, Stapleford, Nottingham, NG9 7AA
Liquidator	Tauseef Ahmed Rashid
Liquidator's Address	Kingsland Business Recovery, 14 Derby Road, Stapleford, Nottingham, NG9 7AA
Date of appointment	19 October 2016

**APPENDIX II – RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD FROM 19 OCTOBER
2016 TO 17 OCTOBER 2017**

**Mere Green Barbers Limited t/a Kings Barber
(In Liquidation)
Liquidator's Summary of Receipts & Payments
To 17/10/2017**

S of A £		£	£
	ASSET REALISATIONS		
5,000.00	Plant & Machinery	6,000.00	
	Bank Interest Gross	0.36	
			6,000.36
	COST OF REALISATIONS		
	Preparation of S. of A.	4,500.00	
	Office Holders Fees	1,445.67	
	Statutory Advertising	54.40	
	Bank Charges	0.29	
			(6,000.36)
	UNSECURED CREDITORS		
(4,100.00)	Trade & Expense Creditors	NIL	
(9,845.00)	Director's Loan Account	NIL	
(10,803.82)	HM Revenue & Customs	NIL	
			NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	
			NIL
(19,848.82)			(0.00)
	REPRESENTED BY		
			NIL

APPENDIX III – DETAILED LIST OF WORK UNDERTAKEN IN THE PERIOD

General Description	Includes
Administration and planning	
Statutory advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Periodic maintenance file reviews	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account reconciliation	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Dealing with records in storage	Dealing with records in storage Sending job files to storage
Annual report	Preparing annual progress report, investigation, meeting and general reports to creditors Disclosure of sales to connected parties
Meeting of creditors	Preparation of meeting notices, proxies/voting forms and advertisements notice of meeting to all known creditors Collate and examine proofs and proxies/votes to decide on resolutions Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Responding to queries and questions following meeting Issuing notice of result of meeting.
Investigation	
SIP2 Review	Collection, and making an inventory, of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with the committee creditors or major creditors about further action to be taken
Statutory investigation and liaison with Insolvency Service	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary report if required Assisting the Insolvency Service with its investigations
Examinations	Preparing brief to solicitor Liaising with solicitor(s) regarding examinations Attendance at examination Reviewing examination transcripts Liaising with solicitor(s) regarding outcome of examinations and further actions available
Litigation - Recovery	Strategy meeting regarding litigation Seeking funding from creditors Reviewing terms of solicitors' conditional fee agreements Preparing brief to solicitors Counsel Liaising with solicitors regarding recovery actions Dealing with ATE insurers Attending to negotiations Attending to settlement matters
Realisation Assets	
Sale of Assets to the Creditors	Instructing and liaising with agents Preparing an information memorandum Liaising with potential purchasers Agreeing licences to trade/occupy Assessment and review of offers received Negotiating with intended purchaser Liaising with secured creditors and seeking releases Exchanges with solicitors to agree sale and purchase agreement Surrender of lease (where appropriate) Pursuing deferred sale consideration
Plant and equipment	Liaising with valuers, auctioneers and interested parties

General Description	Includes
	<ul style="list-style-type: none"> Reviewing asset listings Liaising with secured creditors and landlords
Freehold/Leasehold Property	<ul style="list-style-type: none"> Liaising with valuers and agents on marketing strategy and offers received Dealing with tenant issues (if any) Liaising with secured creditors and landlords Agreeing assignment, surrender or disclaiming property
Debtors	<ul style="list-style-type: none"> Collecting supporting documentation Correspondence with debtors Reviewing and assessing debtors' ledgers Receiving updates from factoring companies and liaising reassignment of ledger Liaising with debt collectors and solicitors Agreeing debt collection agency agreements Dealing with disputes, including communicating with directors' former staff Pursuing credit insurance claims Submitting VAT bad debt relief claims
Leasing	<ul style="list-style-type: none"> Reviewing leasing documents Liaising with owners/lessors Tasks associated with disclaiming leases if appropriate
Stock	<ul style="list-style-type: none"> Conducting stock takes Reviewing stock values Liaising with agents and potential purchasers Analysing the value in WIP Contracting with service-providers/suppliers to complete WIP
Retention of title claims	<ul style="list-style-type: none"> Receive initial notification of creditor's intention to claim Provision of retention of title claim form to creditor Meeting claimant on site to identify goods Adjudicate retention of title claim Forward correspondence to claimant notifying outcome of adjudication Preparation of payment vouchers and correspondence to claimant to accompany payment of claim (if valid) Exchanges with solicitors in deciding claims and dealing with disputes
Company Assets (Motor Vehicles, Furniture, Jewellery, etc.) or Assets of a Company or Assets of a Company or Assets of a Company	<ul style="list-style-type: none"> Liaising with agents to agree disposal strategy Dealing with potential purchasers Negotiating sales Liaising with solicitors to agree sales Collecting sales consideration Liaising with insurance companies and directors to pursue claims Examining company records to support tax refunds Exchanges with government departments
Insurance	<ul style="list-style-type: none"> Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers
Provision of Financial Information	<ul style="list-style-type: none"> Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator
Dividend or Dividend or Dividend	<ul style="list-style-type: none"> Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Preparation of or Preparation of or Preparation of	<ul style="list-style-type: none"> Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication Seeking solicitors' advice on the validity of secured creditors' claims and other complex claims
Final or Final or Final	<ul style="list-style-type: none"> Agreeing allocation of realisations and costs between fixed and floating charges Paying distribution to secured creditors and seeking confirmation of discharged claims Preparation of correspondence to creditors advising of intention to declare distribution Advertisement of notice of proposed distribution Preparation of distribution calculation Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution Preparation of correspondence to creditors enclosing payment of distribution

General Description	Includes
	Seeking unique tax reference from HMRC, submitting information on PAYE/NI deductions from employee distributions and paying over to HMRC Dealing with unclaimed dividends
Creditors Committee	No fees estimate has been provided since this will not incur any costs unless a Committee is elected Holding an initial meeting of the Committee Reporting to committee members Seeking the committees approval on case strategy Calling and holding meetings of the committee as required and the circumstances of the case dictate

APPENDIX V - TIME COSTS SUMMARY FOR PERIOD, & COMPARISON WITH ESTIMATE

Work Category	Number of Hours	Original Estimate	Average Hourly Rate (£)	Number of Hours	Actual Time Incurred	Review Period	Average Rate (£)	Hourly
File Reviews & Strategy Notes				1.60	243.00		151.88	
Post Appointment Facilities				6.20	985.50		158.95	
Correspondence with other office holders				-	-		-	
Initiations				0.50	157.50		315.00	
ADMINISTRATION & PLANNING (TOTAL)	13.5	2,545.00	188.52	8.30	1,386.00		166.99	
CASE SPECIFIC MATTERS (TOTAL)	0.50	90.00	180.00	-	-		-	
Periodic Meetings and Reports				2.60	432.00		166.15	
Employees								
Pension scheme								
Practical Sessions								
HP/Lease Creditors								
Secured Creditors								
Taxation (post appointment)				0.70	126.00		180.00	
Unsecured Creditors								
CREDITORS (TOTAL)	4.50	697.00	155.00	3.30	558.00		169.09	
Correspondence with creditors								
Investigative Work				1.60	288.00		180.00	
Research				2.00	360.00		180.00	
INVESTIGATIONS (TOTAL)	3.60	648.00	180.00	3.60	648.00		180.00	
Secured and Unsecured Property								
Book Debts								
Plant and Machinery								
Stock								

**APPENDIX IV – TIMES COSTS INFORMATION FOR PERIOD 19 OCTOBER 2016 TO 17
OCTOBER 2017**

Time Entry - SLP9 Time & Cost Summary

0058 - Mare Green Barbers Limited 1st Kings Barber

Project Code: POST

From: 19/10/2016 To: 17/10/2017

Classification of Work Function	Partner	Manager	Other Service Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	1.00	0.00	4.50	2.70	8.20	1,285.00	156.95
Case Specific Matters	0.00	0.00	0.00	0.30	0.30	0.00	0.00
Creators	0.00	0.00	2.30	0.40	2.70	558.00	183.45
Distribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	3.00	0.30	3.30	648.00	181.00
Realisation of Assets	0.00	0.00	0.60	0.40	0.90	126.00	140.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	1.00	0.00	11.70	3.70	15.20	2,706.00	178.09
Total Fees Claimed						1,446.87	
Total Disbursements Claimed						0.00	

APPENDIX VI – EXPENSES SUMMARY FOR PERIOD 19 OCTOBER 2016 TO 17 OCTOBER 2017

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Amount Paid to Kingsland Business Recovery £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 Expenses				
Advertising	108.80	81.6	54.40	N.A
Bonding	72.00	72.00	Nil	N.A
Bank Charges	Nil	0.29	0.29	Unexpected charges
Total	180.80	153.89	54.69	Nil

Current Charge-out Rates for the firm

Time charging policy

Support staff do charge their time to each case.

Support staff only includes administration support. No secretarial and cashier services are charged to any cases. Time spent by support staff carrying out shorter tasks, such as typing or dealing with post, is not charged to cases but is carried as an overhead of the firm. Only where a significant amount of time is spent at one time on a case is a charge made for support staff.

The minimum unit of time recorded is 6 minutes.

	Charge out rates £
Insolvency Practitioner/Partners	315
Managers	210 - 250
Administrators	120 - 180
Secretarial/Administration support staff	90

Disbursements

In accordance with Statement of Insolvency Practice 9 (SIP9) the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors/members. Disbursements are categorised as either Category 1 or Category 2.

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

Category 2 expenses are incurred by the firm and recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement allocation being approved by creditors in advance. It is this firm's policy not to charge category 2 expenses to the cases.