

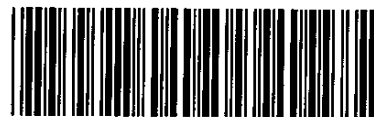
WU07

Notice of progress report in a winding-up by the court



Companies House

MONDAY



A19 *A7KJF160*
10/12/2018 #177
COMPANIES HOUSE

1 Company details

Company number 0 8 2 6 0 6 4 8

Company name in full A and K Systems Ltd

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

2 Liquidator's name

Full forename(s) Nicola Jane

Surname Kirk

3 Liquidator's address

Building name/number Unit 6 Twelve O'Clock Court

Street Attercliffe Road

Post town Sheffield

County/Region

Postcode S 4 7 W W

Country

4 Liquidator's name ①

Full forename(s) Ruth Elizabeth

Surname Harris

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

5 Liquidator's address ②

Building name/number Unit 6 Twelve O'Clock Court

Street Attercliffe Road

Post town Sheffield

County/Region

Postcode S 4 7 W W

Country

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

WU07

Notice of progress report in a winding-up by the court

6 Period of progress report

From date	^d 1	^d 6	^m 0	^m 9	^y 2	^y 0	^y 1	^y 7
To date	^d 1	^d 5	^m 0	^m 9	^y 2	^y 0	^y 1	^y 8

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X 

X

Signature date

^d 1	^d 2	^m 1	^m 1	^y 2	^y 0	^y 1	^y 8
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WU07

Notice of progress report in a winding-up by the court



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 **Sarah Ellis**

Company name **Abbey Taylor Ltd**

Address **Unit 6**
Twelve O'Clock Court

Post town **Sheffield**

County/Region

Postcode **S 4 7 W W**

Country

DX

Telephone **0114 2922402**



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

**A and K Systems Ltd
(In Liquidation)**

Joint Liquidators' Summary of Receipts and Payments

RECEIPTS	Statement of Affairs (£)	From 16/09/2015 To 15/09/2017 (£)	From 16/09/2017 To 15/09/2018 (£)	Total (£)
Deposit on Creditor's Petition		1,250.00	0.00	1,250.00
Motor Vehicles		1,800.00	0.00	1,800.00
Bank Interest Gross		3.25	0.89	4.14
		3,053.25	0.89	3,054.14
PAYMENTS				
Company Liquidation Administration Fee		2,400.00	0.00	2,400.00
DTI Cheque Fees		1.10	0.00	1.10
ISA Quarterly Banking Fee		176.00	88.00	264.00
Agents/Valuers Fees (1)		200.00	0.00	200.00
Tax on Interest		0.66	0.17	0.83
		2,777.76	88.17	2,865.93
Net Receipts/(Payments)		275.49	(87.28)	188.21
MADE UP AS FOLLOWS				
ISA Estate Bank a/c – Interest-Bearing		275.49	(87.28)	188.21
		275.49	(87.28)	188.21



Nicola Jane Kirk
Joint Liquidator

**A AND K SYSTEMS LIMITED – IN COMPULSORY LIQUIDATION
IN THE BATH COUNTY COURT NO 28 OF 2015**

LIQUIDATORS' PROGRESS REPORT TO CREDITORS AND MEMBERS

FOR THE YEAR ENDING 15 SEPTEMBER 2018

STATUTORY INFORMATION

Company name:	A and K Systems Limited
Company number:	08260648
Trading address:	10 Willow Vale Frome Somerset BA11 1BG
Registered office:	Unit 6 Twelve O' Clock Court 21 Attercliffe Road Sheffield S4 7WW
Former registered office:	7a King Street Frome Somerset BA11 1BH
Principal trading activity:	Other Specialised Construction (Dry-Lining Installation)
Liquidators' names:	Nicola Jane Kirk Philip David Nunney* (to 18 June 2018) Ruth Elizabeth Harris* (from 18 June 2018)
Liquidators' address	Abbey Taylor Limited The Blades Enterprise Centre John Street Sheffield S2 4SW
Date of appointment	16 September 2015 / *18 June 2018
Court name and reference	Bath County Court No 28 of 2015
Actions of Joint Liquidators'	Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Liquidators acting jointly or alone.

***BLOCK TRANSFER**

Following an Order (No 539 of 2018) made in the High Court of Justice, Business and Property Courts in Leeds on 18 June 2018, Philip David Nunney, formerly of Abbey Taylor Limited, was removed as Joint Liquidator of the Company to be replaced by Ruth Elizabeth Harris of Abbey Taylor Limited.

In accordance with the order, I would advise creditors:

- to the extent that such information as aforesaid has not already been provided as part of this report, it is open to any creditor to apply to court for an order that the relevant Applicant, Respondent or Replacement Officeholder do provide an account of the administration of the estate, including:
 - A summary of receipts and payments
 - A statement that he has reconciled his accounts
- if any Applicant, Respondent or Replacement Officeholder has been required to provide the information referred to above, whether by a Liquidation Committee or Creditors' Committee or by court order on the application of any creditor(s), the costs of any appointed officeholder of so complying will, unless there are good reasons to the contrary, be paid as an expense of the winding-up;
- you have the right under regulation 11(2) of the Insolvency Regulations 1994 to require the appointed officeholders to supply a statement of receipts and payments free of charge

LIQUIDATORS' ACTIONS SINCE LAST REPORT

Within the period covered by this report we have continued to discharge our duties as joint Liquidators and are considering potential recovery options in relation to the monies owed to the Company by the Shareholder.

In relation to the outstanding book debts, due to the nature of the Company's business, the joint Liquidators have reviewed the recoverability of the remaining debts and consider they are uncollectable.

In addition, there is certain work that we are required by the insolvency legislation to undertake work in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since our appointment is contained in Appendix 3.

RECEIPTS AND PAYMENTS

I enclose for your information, a summary of our receipts and payments from 16 September 2017 to 15 September 2018 together with the cumulative period 16 September 2015 to 15 September 2018. This shows a balance in hand of £188.21. The balance of funds are held in an interest bearing estate bank account held with the Insolvency Service.

ASSETS

Book debts

As previously advised, monies owed to the company on liquidation were in excess of £100k and were owed by three companies.

The joint Liquidators have assessed the position and note that one company is in liquidation and the quality of the company's records are insufficient to enable the pursuit of the remaining debts to be continued. As a result, book debts are considered uncollectable.

Motor Vehicle

As previously advised, prior to our appointment as Liquidators, the Official Receiver concluded a sale of the Company's motor vehicle to the director of the Company for £1,800 plus VAT. These monies were paid into the account held with the Insolvency Service.

Potential preference payment

As previously advised, the Official Receiver provided information to the joint Liquidators, that the sum of £9,000 was paid from the Company to the Director which could be challenged for recovery.

The Director had been asked to provide explanations for this payment, however as previously advised, the director has passed away and we are therefore unable to ascertain an explanation for the payment.

Other Assets

Our investigations into the company's affairs has found that several payments were made to one of the shareholders. We are continuing to investigate this potential asset and will provide further details within our next report to creditors.

The balance of funds are held with the Insolvency Services Account operated by The Insolvency Service. Bank interest gross of tax has been received totaling £4.14 of which £0.89 has been received during the period under review. Tax on gross bank interest totals £0.83 of which £0.17 was paid during the period under review.

LIABILITIES

Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company had no secured creditors.

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, as there were no creditors secured by a floating charge such that the prescribed part provisions do not apply.

Preferential Creditors

The records received at this office from the Official Receiver did not anticipate that there would be any preferential creditors and no such claims have been received.

Unsecured Creditors

The Official Receiver's report to creditors indicated anticipated unsecured claims in the sum of £68,086. We have received the following claims although they have not been reviewed or agreed by the liquidators:-

	£
HM Revenue & Customs (VAT)	65,042.79
Two Trade Creditors	13,531.00
Total	<u>78,573.79</u>

Creditors should note that there is one creditor yet to provide details of their claim with an estimated liability within the Statement of Affairs totalling £14,041.00.

DIVIDEND PROSPECTS

Insufficient funds have been realised to enable a dividend to be paid to creditors. Until our investigations have concluded we are unable to confirm whether a distribution to unsecured creditors will be available, however on current information, it does not appear that a distribution will be possible.

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, as there is no floating charge, the legislation would not apply.

INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

We undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved. Specifically, we recovered, listed and reviewed the Company's accounting records; obtained and reviewed copy bank statements for the 12 months prior to the Company ceasing to trade from the Company's bankers; and compared the information in the Company's last set of accounts with that contained in the statement of affairs lodged in the liquidation and made enquiries about the reasons for the changes.

As previously advised, as a result of our initial investigations, a number of transactions, which the director and shareholders were party to, were identified that could be challenged to achieve recoveries for the benefit of the estate. Our investigations are continuing in this regard.

LIQUIDATORS' REMUNERATION

At a meeting of creditors held on 23 October 2015 the Joint Liquidators were authorised to draw their fees on a time cost basis. Our total time costs to 15 September 2018 amount to £8,510.50 representing 58.1 of hours work at an average charge our rate of £146.48 per hour, of which £2,143.25 representing 11.95 of hours work, was charged during the period under review, at an average charge out rate of £179.35 per hour.

A schedule of my time costs incurred to date and in the period since 16 September 2016 are attached as Appendix 2 and Appendix 2a.

At present, it is not envisaged that the fee estimate issued to creditors with our fee request will be exceeded. We have not been able to draw any remuneration in this matter to date.

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 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 www.icaew.com/en/technical/insolvency/creditors-guides. Please note that there are different versions of the Guidance Notes and in this case you should refer to the November 2011 version.

LIQUIDATORS' EXPENSES

We have incurred expenses of £315.44 in the period since our appointment, of which £49.30 has been incurred since our last report.

We have not been in a position to draw any disbursements to date.

Details of the category 1 disbursements incurred in the reporting period since our appointment are detailed below (expenses shown below are exclusive of VAT, where VAT applies):

Type of expense	Incurred to 15/09/17	Incurred to 15/09/18	Discharged to 15/09/18	Unpaid to 15/09/18
Specific Bond	£184.00	£46.00	Nil	£230.00
Statutory Advertising	£68.20	Nil	Nil	£68.20
Postage	£13.94	£3.30	Nil	£17.24
Total	£266.14	£49.30	Nil	£315.44

The specific bond represents the cost of obtaining a specific penalty bond which is an insurance required by statute that every insolvency office holder has to obtain for protection of the estate. Statutory advertising represents the cost of placing notices in the London Gazette as required by statute. As a result of the cessation of Philip David Nunney acting as Joint Liquidator and Ruth Elizabeth Harris being appointed on 18 June 2018, an additional bond was incurred and is shown above.

We have not formally instructed any agents or professional advisors in the reporting period.

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 Joint Liquidators' remuneration and expenses within 21 days of their 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 unsecured creditors (including the creditor in question), apply to Court to challenge the amount of remuneration charged by the Liquidators as being excessive, and/or the basis of the Liquidators' remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this report. 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 Abbey Taylor Limited can be found in the attached summary sheet.

Abbey Taylor Limited uses personal information in order to fulfil the legal obligations of our Insolvency Practitioners under the Insolvency Act and other relevant legislation, and also to fulfil the legitimate interests of keeping creditors and others informed about the insolvency proceedings. You can find more information on how Abbey Taylor Limited uses your personal information on our website at www.abbeytaylor.co.uk/privacy-policy

SUMMARY

The joint Liquidators are continuing their investigations in to the outstanding book debts owed to the Company and the potential illegal dividend payments and the Liquidation will remain open until these have been fully resolved. I estimate that this will take approximately 12-18 months and once resolved the Liquidation will be finalised and my files will be closed.

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 Sarah Ellis by email at info@abbeytaylor.co.uk, or by phone on 0114 292 2402.


Nicola Jane Kirk
JOINT LIQUIDATOR

Appendix 3

1. Administration

- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Maintaining the case on the practice's electronic case management system and entering data.
- Dealing with all routine correspondence and emails relating to the case.
- Maintaining and managing the office holder's estate bank account.
- 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 periodic basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.

2. Creditors

- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.
- Issuing a notice of intended dividend and placing an appropriate gazette notice.
- Reviewing proofs of debt received from creditors and requesting additional information in support thereof, if thought necessary.

Abbey Taylor Ltd

TIME & CHARGEOUT SUMMARIES

A And K Systems Ltd A And K Systems Ltd (post)

From 16 Sep 2017 to 15 Sep 2018

HOURS

Classification Of work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	0.00	0.00	2.70	0.45	3.15	533.25	169.29
Creditors	0.40	0.00	8.40	0.00	8.80	1,610.00	182.95
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
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fees Claimed £	140.00	0.00	1,942.50	60.75		2,143.25	
Total Hours	0.40	0.00	11.10	0.45	11.95		
Average Rate	350.00	0.00	175.00	135.00			

Abbey Taylor Ltd

TIME & CHARGEOUT SUMMARIES

A And K Systems Ltd A And K Systems Ltd (post)

To 15 Sep 2018

HOURS

Classification Of work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	0.25	0.00	2.70	29.75	32.70	4,465.75	136.57
Investigations	0.00	0.00	0.00	4.00	4.00	400.00	100.00
Realisation of Assets	0.50	0.00	0.00	7.60	8.10	1,201.25	148.30
Creditors	2.00	0.00	8.40	2.90	13.30	2,443.50	183.72
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fees Claimed £	922.50	0.00	1,942.50	5,645.50		8,510.50	
Total Hours	2.75	0.00	11.10	44.25	58.10		
Average Rate	335.45	0.00	175.00	127.58			

Provision of Services Regulations Summary Sheet for Abbey Taylor Limited

The following is designed to draw the attention of interested parties to the information required to be disclosed by the Provision of Services Regulations 2009.

Company Name: Abbey Taylor Limited

Company Type: Private Limited Company

Company Number: 04992674

Registered Office: Unit 6 Twelve O'Clock Court
21 Attercliffe Road
Sheffield
England
S4 7WW

Telephone Number: 0114 292 2402

Fax Number: 0114 292 2403

Email: info@abbeytaylor.co.uk

VAT Number: 836 3500 38

Insolvency Practitioners

Tracy Ann Taylor, Nicola Jane Kirk and Ruth Elizabeth Harris are licensed in the United Kingdom to act as Insolvency Practitioners by The Institute of Chartered Accountants in England and Wales (ICAEW). Copies of the relevant insolvency license certificates and bond schedules as proof of the security required under Section 390(3) of the Insolvency Act 1986 are available for inspection at our offices.

Tracy Ann Taylor, Nicola Jane Kirk and Ruth Elizabeth Harris are also members of the Insolvency Practitioners Association.

Rules Governing Actions

All Insolvency Practitioners are bound by the rules of their professional body, including any that relate specifically to insolvency. The rules of the professional body that licences Abbey Taylor Limited can be found at www.icaew.com/en/technical/insolvency/sips-regulations-and-guidance/insolvency-licensing-regulations-and-guidance-notes. In addition, IPs are bound by the Statements of Insolvency Practice (SIPs), details of which can be found at www.r3.org.uk/what-we-do/publications/professional/statements-of-insolvency-practice.

Ethics

All Insolvency Practitioners are required to comply with the Insolvency Code of Ethics and a copy of the Code can be found at www.icaew.com/en/technical/insolvency/insolvency-regulations-and-standards.

Governing Law and Jurisdiction

Abbey Taylor Limited undertakes its activities as an Insolvency Practitioner in accordance with the laws of England and Wales. Any disputes will be governed by and construed in accordance with the laws of England and Wales.

Professional Indemnity Insurance

Travelers Insurance Company Limited
Exchequer Court
33 St Mary Axe
London
EC3A 8AG

Tel: +44 (0) 020 3207 6000

This professional indemnity insurance provides worldwide coverage, excluding professional business undertaken within the United States of America, Canada and any country, territory or jurisdiction in which American or Canadian law (Federal, State or Provincial) is applicable or in which a judgment based upon such law may be enforceable in connection with such work.

Complaints

Abbey Taylor Limited always strives to provide a professional and efficient service. However, we recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. As such, should you have any comments or complaints regarding the administration of a particular case, then in the first instance you should contact the Insolvency Practitioner acting as office holder.

If you consider that the Insolvency Practitioner has not dealt with your comments or complaint appropriately, you should then put details of your concerns in writing to the Complaints Officer at Abbey Taylor Ltd, Unit 6 Twelve O'Clock Court, Attercliffe Road, Sheffield, S4 7WW. This will formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of a senior partner unconnected with the appointment.

It is our belief that most disputes can be resolved amicably either through the provision of further information or following negotiations. However, in the event that you have exhausted our complaints procedure and you are not satisfied that your complaint has been resolved or dealt with appropriately, you may complain to the regulatory body that licences the Insolvency Practitioner concerned. Any such complaints should be addressed:

- In writing to The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds, LS11 9DA
- Using an on-line form available at www.gov.uk/complain-about-insolvency-practitioner
- By emailing insolvency.enquiryline@insolvency.gsi.gov.uk
- By calling the Insolvency Service Enquiry Line on 0300 678 0015 (charges may apply)

PRACTICE FEE RECOVERY POLICY FOR ABBEY TAYLOR LIMITED

Introduction

The insolvency legislation was changed in October 2015, with one or two exceptions, for insolvency appointments made from that time. This sheet explains how we intend to apply the alternative fee bases allowed by the legislation when acting as office holder in insolvency appointments. The legislation allows different fee bases to be used for different tasks within the same appointment. The fee basis, or combination of bases, set for a particular appointment is / are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the Court.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at 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 guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed at www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees. Alternatively a hard copy may be requested from Abbey Taylor Limited, Unit 6, Twelve O'Clock Court, Attercliffe Road, Sheffield, S4 7WW. Please note that we have provided further details in this policy document.

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

Under some old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for fees to be challenged.

Time cost basis

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

Charge-out Rates

Grade of staff	Charge-out rates per hour (£)
Partner – appointment taker	350
Manager	250
Case Manager / Administrator	175 – 200
Assistants & Support Staff	135

These charge-out rates charged are reviewed on an annual basis and are adjusted to take account of inflation and the firm's overheads.

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

- Administration and Planning – which includes work such as planning how the case will be administered and progressed; the administrative set up of the case; notifying creditors and others of the appointment; keeping the records relating to the case up to date; and reporting on progress of the case to creditors and others.
- Investigations – which includes work such as undertaking an initial review of the financial affairs of the company and bankrupt; undertaking a detailed investigation with a view to making recoveries for the benefit of creditors where matters such as preferences or wrongful trading come to light as a result of the initial review; and reporting to the Insolvency Service on the conduct of the directors.
- Realisation of Assets – which includes work such as identifying, securing and insuring assets; dealing with retention of title claims; collecting debts owed; and selling assets.
- Creditors – which includes work such as communicating with creditors; dealing with creditors' claims; dealing with employees and liaising with the redundancy payments office; and where funds realised allow, paying dividends to creditors.

- Trading – which includes work such as managing and controlling all aspects of the business; and preparing financial records and information relating to that trading.

When we seek time costs approval we have to set out a fees estimate. That estimate acts as a cap on our time costs so that we cannot draw fees of more than the estimated time costs without further approval from those who approved our fees. When seeking approval for our fees, we will disclose the work that we intend to undertake, the hourly rates we intend to charge for each part of the work, and the time that we think each part of the work will take. We will summarise that information in an average or “blended” rate for all of the work being carried out within the estimate. We will also say whether we anticipate needing to seek approval to exceed the estimate and, if so, the reasons that we think that may be necessary.

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

If we subsequently need to seek authority to draw fees in excess of the estimate, we will say why we have exceeded, or are likely to exceed the estimate; any additional work undertaken, or proposed to be undertaken; the hourly rates proposed for each part of the work; and the time that the additional work is expected to take. As with the original estimate, we will say whether we anticipate needing further approval and, if so, why we think it may be necessary to seek further approval.

Percentage Basis

The legislation allows fees to be charged on a percentage of the value of the property with which the office holder has to deal (realisations and / or distributions). Different percentages can be used for different assets or types of assets. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a percentage basis more often. A report accompanying any fee request will set out the potential assets in the case, the remuneration percentage proposed for any realisations and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The percentage approved in respect of realisations will be charged against the assets realised, and where approval is obtained on a mixture of bases, any fixed fee and time costs will then be charged against the funds remaining in the liquidation after the realisation percentage has been deducted.

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

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

Fixed Fee

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a fixed fee basis more often. A report accompanying any fee request will set out the set fee that we proposed to charge and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

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

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

Members' Voluntary Liquidations and Voluntary Arrangements

The legislation changes that took effect from 1 October 2015 did not apply to Members' Voluntary Liquidations (MVL), Company Voluntary Arrangements (CVA) or Individual Voluntary Arrangements (IVA). In MVLs, the company's members set the fee basis, often as a fixed fee. In CVAs and IVAs, the fee basis is set out in the proposals and creditors approve the fee basis when they approve the arrangement.

All Bases

With the exception of Individual Voluntary Arrangements and Company Voluntary Arrangements which are VAT exempt, the officeholder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

Agent's Costs

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

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

In new appointments made after 1 October 2015, the office holder will provide details of expenses to be incurred, or likely to be incurred, when seeking fee approval. When reporting to the committee and creditors during the course of the insolvency appointment the actual expenses incurred will be compared with the original estimate provided.

Disbursements

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

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

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

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

Room Hire	£75
Mileage	45p per mile
Storage	£2.50 per box per quarter
Photocopying	5p per sheet

