

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

TUESDAY



A10 *A7Y5ECS3* #63
29/01/2019
COMPANIES HOUSE

1 Company details

Company number 0 8 3 8 8 4 1 6

Company name in full Cold Call Elimination Limited

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

2 Liquidator's name

Full forename(s) Carl

Surname Jackson

3 Liquidator's address

Building name/number Office D

Street Beresford House

Post town Town Quay

County/Region Southampton

Postcode S O 1 4 2 A Q

Country

4 Liquidator's name ①

Full forename(s) Simon

Surname Campbell

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

5 Liquidator's address ②

Building name/number Office D

Street Beresford House

Post town Town Quay

County/Region Southampton

Postcode S O 1 4 2 A Q

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

12/11/2019

X

Signature date

d2

d8

m0

m1

y2

y0

y1

y9

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	Nicola Lyle
Company name	Quantuma LLP
Address	Office D Beresford House
Post town	Town Quay
County/Region	Southampton
Postcode	S O 1 4 2 A Q
Country	
DX	
Telephone	02380336464



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

Cold Call Elimination Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments
From 8 December 2016 To 28 January 2019

S of A £		£	£
	ASSET REALISATIONS		
NIL	Furniture & Equipment	NIL	
6,000.00	Book Debts & goodwill	7,000.00	
8,000.00	Cash at Bank	12,500.00	
	Bank Interest Gross	0.09	
			19,500.09
	COST OF REALISATIONS		
	Petitioners Costs	4,000.00	
	Specific Bond	135.00	
	Preparation of S. of A.	7,240.24	
	Office Holders Fees	5,250.00	
	VAT	2,583.35	
	Re-Direction of Mail	175.00	
	Statutory Advertising	116.50	
			(19,500.09)
	UNSECURED CREDITORS		
(10,579.00)	Trade & Expense Creditors	NIL	
(1,000.00)	Employees	NIL	
(59,319.00)	HM Revenue & Customs	NIL	
(75,060.00)	ICO Fine	NIL	
			NIL
	DISTRIBUTIONS		
(10.00)	Ordinary Shareholders	NIL	
			NIL
(131,968.00)			0.00
	REPRESENTED BY		
			NIL

Note:

COLD CALL ELIMINATION LIMITED (IN LIQUIDATION)

THE JOINT LIQUIDATORS' FINAL ACCOUNT

29 November 2018

This is the final account on the conduct of the Liquidation of Cold Call Elimination Limited following the appointment of Carl Jackson and Simon Campbell as Joint Liquidators on 8 December 2016.

Please note that the Company's affairs are fully wound up and that we are seeking our Release as Joint Liquidators in this matter. The report has been prepared solely to comply with the statutory requirements of The Insolvency Act 1986 and The Insolvency (England and Wales) Rules 2016. This report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by members and creditors for any purpose other than updating them for the purposes, or by any other person for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

OBJECTIONS TO THE LIQUIDATORS' RELEASE

Creditors may object to the Release of the Liquidators by giving notice, in writing, within 8 weeks of the receipt of this report, or on final determination of any Court application.

Carl Jackson is licensed to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales

Simon Campbell is licensed to act as an Insolvency Practitioner by the Insolvency Practitioners Association

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ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Liquidators"	Carl Jackson and Simon Campbell
"Email"	Nicola.Lyle@Quantuma.com
"the Company"	Cold Call Elimination Limited (in Liquidation)
"Decision Procedure"	Vote by Correspondence
	Virtual Meeting – allows creditors to participate without the need to attend.
	Electronic Voting – an electronic system that allows creditors to vote without the need to attend.
	Physical Meeting – meeting held at a specific location and time where creditors need to attend in person.
"SIP"	Statement of Insolvency Practice (England & Wales)
"Small Debts"	Claims of £1,000 or less
"Review Period"	Period covered by the report from 8 December 2017 to 29 November 2018

INTRODUCTION

Introduction

This report has been prepared to provide members and creditors with an update on the progress of the Liquidation of the Company since the Joint Liquidators' last report dated 31 January 2018.

The report has been prepared in accordance with insolvency legislation to provide members and creditors and the Registrar of Companies with details of the progress made during the Review Period, and with an overview of the conduct of the Liquidation and summary of the information provided in the annual progress reports that have been issued during the Liquidation. Copies of these reports are available on request.

A schedule of statutory information in respect of the Company is attached at **Appendix 1**.

Details of the appointment of the Joint Liquidators

Carl Jackson and Simon Campbell of Quantuma LLP were appointed Joint Liquidators of the Company on 8 December 2016.

The Joint Liquidators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

THE PROGRESS OF THE LIQUIDATION

The Joint Liquidators' receipts and payments account

Attached at **Appendix 2** is a receipts and payments account covering the Review Period, together with a summary of the transactions during the course of the Liquidation to the date of this report.

VAT Basis

As the Company is not registered for VAT the receipts and payments are shown net of VAT. A separate entry shows the amount of VAT paid.

Realisation of assets

Furniture and Equipment

Included within the last accounts, dated 28 February 2014 the Company had tangible assets with a value of £5,110.

As previously advised, when the Company could no longer pay its rent, it was necessary to vacate the premises without much prior notice. Anything left in the premises was recovered by the Landlord and therefore no recoveries have been possible.

Book debts and Goodwill

As detailed in the report presented to creditors at the Section 98 meeting, Gardx International Limited had expressed an interest in acquiring the book debtor ledger of the Company which was due from two card merchants, Instabill & Pago. The debts were understood to total £36,000.

In addition, Gardx International Limited wished to acquire the right to use the Company's 0800 number and web & email addresses.

Gardx International Limited's offer of £7,000 for the debts and goodwill was accepted on the basis that there would be little chance of success if the Joint Liquidators tried to recover the outstanding sums due to the Company. Payment was received in full on 11 January 2017.

Cash at Bank

£12,500 was realised in respect of Cash at Bank.

Gross Bank Interest

Gross bank interest of 9p has been received during the course of the Liquidation.

Unrealisable Assets

The following assets have proved unrealisable for the reasons provided:

Furniture and Equipment

Administrative, Statutory & Regulatory Tasks

The Joint Liquidators have met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progression of the Liquidation, which has ensured that the Joint Liquidators and their staff have carried out their work to high professional standards.

During the Review Period, primarily these tasks have included:

- Drafting and issuing the progress report to creditors;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining electronic case files, which must include records to show and explain the Liquidation and any decisions made by the Joint Liquidators that materially affect the Liquidation;
- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with the statutory requirements;
- Maintaining and updating the estate cash book and bank accounts, including regular bank reconciliations and processing receipts and payments; and
- Completing periodic tax returns.
- Closing procedures including preparing the Final Report.

Payments

A payment of £4,000 was made to Devonshire Solicitors to cover the costs of the petitioning creditors Winding Up Petition.

CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured creditors

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

Preferential creditors

There are no known preferential creditors, all employees were made redundant prior to the Liquidation and the Director did not make a claim to the redundancy payments service.

Prescribed Part

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the unsecured creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

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.

Unsecured creditors

Unsecured claims were estimated at £145,958 in the Director's Estimated Statement of Affairs and, to date 4 claims have been received totalling £85,410.

There have been insufficient asset realisations to allow for a return to unsecured creditors and, as such, these claims have not been formally adjudicated.

Notice of No Dividend

The Joint Liquidators confirm that no dividend will be distributed as the funds realised have already been distributed or used or allocated for defraying the expenses of the Liquidation.

OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

As part of the Joint Liquidators' statutory duties, an investigation into the conduct of the Company Director was completed.

In this regard, a confidential report was submitted to The Insolvency Service in February 2017.

SIP2 - Initial Assessment of Potential Recoveries

As part of the Joint Liquidators' duties, they are obliged to review shortly after appointment all the information available to them and conduct an initial assessment of whether there are any matters which 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.

As previously advised, the initial assessment revealed matters that the Joint Liquidators considered merited further investigation particularly in relation to the Director's loan account.

As a result of the Joint Liquidators' investigations, the Insolvency Service instigated disqualification proceedings against the director and she is now subject to a Disqualification Undertaking in accordance with the CDDA86, which prevents her from acting as a director of a company for a period of 6 years commencing on 19 December 2017.

Although this work has not generated any financial benefit to creditors due to the Director's financial situation, it is necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

EU Regulations (Whether Proceedings are Main Proceedings or Territorial)

The Company's centre of main interest was in the UK as their registered office and trading address was in Chichester and, therefore, it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulations.

General Data Protection Regulation

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e. not a corporate entity) in these insolvency

proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link www.quantuma.com/legal-notices/.

Further Information

Please note that the Joint Liquidators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. Additionally the Joint Liquidators are also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about Quantuma LLP, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information/>.

THE JOINT LIQUIDATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Liquidators' Fees' effective from 6 April 2017 together with Quantuma LLP's current schedule of charge-out rates and chargeable disbursements may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>. A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

Pre-Appointment Costs

The creditors authorised the fee of £7,500 plus disbursements plus VAT for assisting the director in calling the relevant meetings and with preparing the statement of affairs on 8 December 2016.

The fee for the statement of affairs and meetings was paid from first realisations on appointment and is shown in the enclosed receipts and payments account.

In accordance with this resolution, fees totalling £7,240.24 plus VAT have been drawn and the unpaid balance has been written off.

Joint Liquidators' Remuneration

The basis of the Joint Liquidators' fees were fixed on 29 December 2016 by postal resolutions considered and approved by creditors on the same date as follows:

- That the Joint Liquidators' fees for undertaking the work outlined in the Fee Estimate enclosed with the report to Creditors dated 12 December 2016 and prepared in connection with fee approval, will be charged by reference to the time properly spent by them and their staff in dealing with the matters relating to the Liquidation, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time the work is undertaken.

In summary, the Joint Liquidators' timecosts for the Review Period total £1,880.50, representing 14.90 hours at an average hourly rate of £126.21. A full breakdown of these costs can be found at **Appendix 3**. A detailed narrative list of work undertaken by the Joint Liquidators during the Review Period can be found at **Appendix 4**.

A summary of the total remuneration charged for the period of the Liquidation to date is provided below. Total timecosts amount to £12,793 representing 73.90 hours at an average hourly rate of £173.11. A full breakdown of these costs can be found at **Appendix 3**. A detailed narrative breakdown of timecosts incurred in previous Review Periods has been provided in earlier reports.

In accordance with the resolution approved by creditors, fees totalling £5,250 plus VAT have been drawn all of which was drawn in the previous review period. The balance of the Joint Liquidators' unpaid time costs have been written off.

The Joint Liquidators' believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon them as Joint Liquidators.

Comparison of estimates

The Joint Liquidators' timecosts incurred to date (whether or not they have been charged to the Liquidation estate) are compared with the original fees estimate as follows. The fee estimate covered the whole period of the liquidation.

	14.00	207.50	2,905.00	4.90	150.82	739.00	37.25	212.79	7,926.25
	11.50	223.75	2,573.13	5.70	99.56	567.50	12.60	124.88	1,573.50
	10.00	241.25	2,412.50	2.30	148.91	342.50	12.50	157.04	1,963.00
	6.00	223.75	2,573.13	0.40	100.00	40.00	1.20	150.00	180.00
	7.00	192.50	1,347.50	1.30	104.62	136.00	6.95	112.91	784.75
	2.20	192.50	423.50	0.30	185.55	55.50	3.40	107.50	365.50
TOTAL	50.70	241.32	12,234.76	14.90	126.21	1,880.50	73.90	173.11	12,793.00

Joint Liquidators' Expenses

The expenses incurred during the Review Period and to date are compared with the original expenses estimate as follows:

	113.00	-		116.50	116.50
	60.00	5.50	-	5.50	-
	135.00	-		135.00	135.00
	-	-	-	175.00	175.00
	100.00	-	-	-	-
	40.00	4.00	-	4.00	-
	-	5.00	-	5.00	-
TOTAL	448.00	14.50	-	441.00	426.50

The basis on which the expenses defined as Category 2 disbursements are calculated are explained in Quantuma LLP's current schedule of charge-out rates and chargeable disbursements referred to above. Creditors approved the payment of Category 2 disbursements on this basis on 29 December 2016.

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

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

The main reason why the fees estimate has been exceeded is that the investigation into the Director's conduct took longer than originally anticipated. The Joint Liquidators have therefore been unable to finalise the liquidation before now and have incurred additional costs complying with their internal case review policy, maintaining their case files and filing statutory returns and reports. However, given the limited realisations in this case, the Joint Liquidators have not drawn fees in excess of the fees estimate.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors Guide to Liquidators' Fees' effective from 1 October 2015 together with the firm's current schedule of charge-out rates and chargeable disbursements may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>. A hard copy of both the relevant Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

Creditors' right to request information

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request, in writing, for the Joint Liquidators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

Creditors' right to challenge remuneration and/or expenses

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Liquidators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

CLOSURE OF THE LIQUIDATION

All matters have been concluded and the Joint Liquidators will vacate office and obtain their Release as Liquidators on delivering the final account to the Registrar of Companies.

The company will subsequently be dissolved automatically (cease to exist) three months after the delivery of the final account.

Should you have any queries in regard to any of the above please do not hesitate to contact Nicola Lyle on 023 8033 6464 or by e-mail at Nicola.Lyle@Quantuma.com.



Simon Campbell
Joint Liquidator

**Cold Call Elimination Limited
(IN LIQUIDATION)****STATUTORY INFORMATION**

Company Name	Cold Call Elimination Limited
Trading Address	Suite 1 Metro House, Northgate, Chichester, West Sussex, PO19 1BE
Trading Name/Former Trading Name	N/a
Proceedings	In Liquidation
Date of Appointment	8 December 2016
Joint Liquidators	Carl Jackson and Simon Campbell Quantuma LLP, Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Email	Nicola.Lyle@Quantuma.com
Registered office Address	Office D, Beresford House, Town Quay, Southampton, SO14 2AQ
Former Registered Office	Suite 1 Metro House, Northgate, Chichester, West Sussex, PO19 1BE
Company Number	08388416
Incorporation Date	5 February 2013

**Cold Call Elimination Limited
(IN LIQUIDATION)**

THE JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 29 NOVEMBER 2018

Statement of Affairs £		From 08/12/2017 To 28/11/2018 £	From 08/12/2016 To 28/11/2018 £
	ASSET REALISATIONS		
NIL	Furniture & Equipment	NIL	NIL
6,000.00	Book Debts & goodwill	NIL	7,000.00
8,000.00	Cash at Bank	NIL	12,500.00
	Bank Interest Gross	NIL	0.09
		NIL	19,500.09
	COST OF REALISATIONS		
	Petitioners Costs	NIL	4,000.00
	Specific Bond	NIL	135.00
	Preparation of S. of A.	156.91	7,240.24
	Office Holders Fees	NIL	5,250.00
	VAT	31.38	2,583.35
	Re-Direction of Mail	NIL	175.00
	Statutory Advertising	NIL	116.50
		(188.29)	(19,500.09)
	UNSECURED CREDITORS		
(10,579.00)	Trade & Expense Creditors	NIL	NIL
(1,000.00)	Employees	NIL	NIL
(59,319.00)	HM Revenue & Customs	NIL	NIL
(75,060.00)	ICO Fine	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(10.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(131,968.00)		(188.29)	NIL
	REPRESENTED BY		
			NIL

SCHEDULE OF THE JOINT LIQUIDATORS' TIMECOSTS DURING THE REVIEW PERIOD

6001646 - Cold Call Elimination Limited
 From: 08/12/2017 To: 28/11/2018
 Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
103 : IPS Case / File set up/ Filing	0.00	0.00	0.00	0.90	0.90	89.00	98.89
104 : General Administration	0.00	0.00	0.50	0.00	0.50	75.00	150.00
105 : Case strategy / Review	0.20	0.70	1.10	1.10	3.10	515.00	166.13
506 : Tax / VAT	0.00	0.00	0.40	0.00	0.40	60.00	150.00
Admin & Planning	0.20	0.70	2.00	2.00	4.90	739.00	150.82
600 : Cashiering	0.00	0.00	0.00	1.30	1.30	136.00	104.62
Cashiering	0.00	0.00	0.00	1.30	1.30	136.00	104.62
650 : Closing Procedures	0.00	0.00	0.30	0.00	0.30	55.50	185.00
Closing Procedures	0.00	0.00	0.30	0.00	0.30	55.50	185.00
201 : Creditors	0.00	0.00	0.00	0.50	0.50	47.50	95.00
203 : Creditor correspondence / Call	0.00	0.00	0.00	0.30	0.30	30.00	100.00
204 : Unsecured Creditors claims	0.00	0.00	0.00	0.30	0.30	30.00	100.00
211 : Annual / Progress report	0.00	0.00	0.00	4.60	4.60	460.00	100.00
Creditors	0.00	0.00	0.00	5.70	5.70	567.50	99.56
300 : Investigations	0.00	0.00	0.00	1.40	1.40	140.00	100.00
301 : CDDA Reports	0.00	0.00	0.00	0.40	0.40	40.00	100.00
302 : Pursuing Antecedent Transactions	0.50	0.00	0.00	0.00	0.50	162.50	325.00
Investigations	0.50	0.00	0.00	1.80	2.30	342.50	148.91
405 : Debtors	0.00	0.00	0.00	0.40	0.40	40.00	100.00
Realisation of Assets	0.00	0.00	0.00	0.40	0.40	40.00	100.00
Total Hours	0.70	0.70	2.30	11.20	14.90	1,880.50	126.21

Total Fees Claimed

5,250.00

Appendix 3

● 参考文献

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
100 : Administration & Planning	2.00	2.40	0.00	0.00	4.40	1,590.00	361.36
100A : Initial Statutory & General Notifications & Filing	0.00	0.00	0.50	0.40	0.90	125.50	139.44
102A : Recovering & Scheduling books and records	0.00	0.00	0.00	0.70	0.70	70.00	100.00
103 : IPS Case / File set up/ Filing	0.00	0.00	1.30	2.45	3.75	465.75	124.20
104 : General Administration	2.00	1.30	3.00	3.20	9.50	1,793.00	188.74
105 : Case strategy / Review	3.20	6.30	5.60	2.50	17.60	3,822.00	217.16
506 : Tax / VAT	0.00	0.00	0.40	0.00	0.40	60.00	150.00
Admin & Planning	7.20	10.00	10.80	9.25	37.25	7,926.25	212.79
600 : Cashiering	0.00	0.00	0.20	6.75	6.95	784.75	112.91
Cashiering	0.00	0.00	0.20	6.75	6.95	784.75	112.91
650 : Closing Procedures	0.00	0.00	0.30	3.10	3.40	365.50	107.50
Closing Procedures	0.00	0.00	0.30	3.10	3.40	365.50	107.50
201 : Creditors	0.00	0.00	0.50	1.40	1.90	226.00	118.95
202A : Employees	0.00	0.00	0.60	0.00	0.60	105.00	175.00
203 : Creditor correspondence / Call	0.00	0.00	1.00	0.30	1.30	205.00	157.69
204 : Unsecured Creditors claims	0.00	0.00	0.00	0.50	0.50	50.00	100.00
204A : Dealing with Pension Schemes	0.00	0.00	0.40	0.00	0.40	70.00	175.00
206 : Final report	0.00	0.00	0.00	1.60	1.60	160.00	100.00
209 : Creditors meetings	0.00	0.00	0.30	0.00	0.30	52.50	175.00
211 : Annual / Progress report	0.00	0.00	0.00	4.60	4.60	460.00	100.00
213 : Interim Fee Report to Creditors	0.00	0.00	1.40	0.00	1.40	245.00	175.00
Creditors	0.00	0.00	4.20	8.40	12.60	1,573.50	124.88
300 : Investigations	0.00	0.00	1.00	3.90	4.90	563.50	115.00
301 : CDDA Reports	0.50	2.10	1.50	3.00	7.10	1,237.00	174.23
302 : Pursuing Antecedent Transactions	0.50	0.00	0.00	0.00	0.50	162.50	325.00
Investigations	1.00	2.10	2.50	6.90	12.50	1,963.00	157.04
400 : Realisation of Assets	0.00	0.00	0.50	0.00	0.50	87.50	175.00
401 : Freehold / Leasehold Property	0.00	0.00	0.20	0.00	0.20	35.00	175.00
405 : Debtors	0.00	0.00	0.00	0.40	0.40	40.00	100.00
406 : Sale of Business	0.00	0.00	0.10	0.00	0.10	17.50	175.00
Realisation of Assets	0.00	0.00	0.80	0.40	1.20	180.00	150.00
Total Hours	8.20	12.10	18.80	34.80	73.90	12,793.00	173.11
Total Fees Claimed							5,250.00

**Cold Call Elimination Limited
(IN LIQUIDATION)**

THE JOINT LIQUIDATORS' DETAILED NARRATIVE LIST OF WORK UNDERTAKEN DURING THE REVIEW PERIOD

Description of work undertaken	Includes
ADMINISTRATION & PLANNING	
Maintaining electronic case files and electronic case details on IPS.	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
6 month file reviews.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case 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
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
CREDITORS	
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Final Accounts	
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
INVESTIGATIONS	
ODD Reports	Liaising with Insolvency Service Assisting the Insolvency Service with its investigations
Investigating & Pursuing Antecedent Transactions	Reviewing position to ascertain whether any recoveries are available for creditors.
REALISATION OF ASSETS	
Debtors	Correspondence in connection with Director's loan account
CASHIERING	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book

Description of work undertaken	Includes
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory receipts and payments accounts at Companies House
<u>CLOSING PROCEDURES</u>	
Filing final statutory returns at Companies House/Court	

Current Charge-out Rates of the staff who have worked on the case

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates may have been subject to periodic increase.

Staff	Charge out rates £
Partners	295-495
Directors	250-450
Senior Manager	225-375
Manager	200-280
Assistant Manager	185-265
Senior Administrator	175-255
Administrator	150-175
Assistant Administrator	100
Case Accountant	125
Junior Administrator	75-100
Support Staff/Executive Assistant	95-125