

In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986.

LIQ03

Notice of progress report in voluntary winding up



Companies House

THURSDAY



AB785U9L

A06

30/06/2022

#288

COMPANIES HOUSE

1 Company details

Company number 0 8 3 9 5 2 4 0

Company name in full Capvar Media Limited

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

2 Liquidator's name

Full forename(s) Nicholas

Surname Myers

3 Liquidator's address

Building name/number 25 Moorgate

Street London

Post town EC2R 6AY

County/Region

Postcode

Country

4 Liquidator's name ①

Full forename(s) Adam Henry

Surname Stephens

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

5 Liquidator's address ②

Building name/number 25 Moorgate

Street London

Post town EC2R 6AY

County/Region

Postcode

Country

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

LIQ03

Notice of progress report in voluntary winding up

6

Period of progress report

From date	d	d	m	m	y	y	y	y
	0	4	0	5	2	0	2	1
To date	d	d	m	m	y	y	y	y
	0	3	0	5	2	0	2	2

7

Progress report

☒ The progress report is attached

8

Sign and date

Liquidator's signature

Signature

X

Nicholas Myers
Nicholas Myers (Jun 28, 2022 13:29 GMT+1)

X

Signature date

d

d

m

m

y

y

y

y

LIQ03

Notice of progress report in voluntary winding up



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 **Martin Ewing**

Company name **Smith & Williamson LLP**

Address **25 Moorgate**

London

Post town **EC2R 6AY**

County/Region

Postcode

Country

DX **119507 Finsbury Square EC2**

Telephone **020 7131 4000**



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:

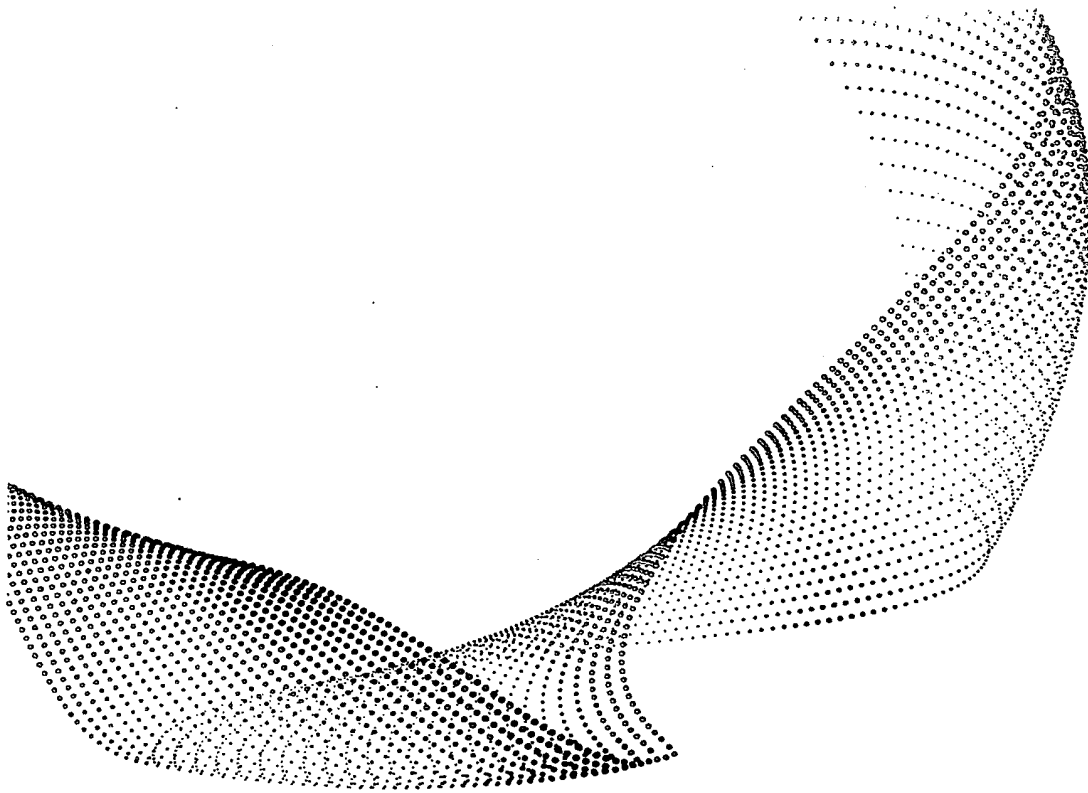
The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



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



Capvar Media Limited (in creditors' voluntary liquidation)

Joint liquidators' annual progress report for the period from 4 May 2021 to 3
May 2022

27 June 2022

evelyn
PARTNERS

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1. Glossary

Abbreviation	Description
the Company	Capvar Media Limited
the liquidators/joint liquidators	Nicholas Myers and Adam Henry Stephens
SIP	Statement of Insolvency Practice (England & Wales)
SOA	<i>Statement of Affairs</i>
HMRC	Her Majesty's Revenue and Customs
the Landlord	Manston Investments Limited

2. Introduction and summary

This report is our first progress report since appointment and covers the period from 4 May 2021 to 3 May 2022.

By way of reminder, we, Nicholas Myers and Adam Henry Stephens both of Evelyn Partners LLP (formerly Smith & Williamson LLP), 45 Gresham Street, London, EC2V 7BG were appointed liquidators of the Company on 4 May 2021 following a members' meeting and the appointment subsequently ratified by the creditors.

From 14 June 2022, we are operating under a single new brand to offer the best of everything we do and the firm's name has changed to Evelyn Partners LLP. Please note that this is a change to our brand only and that the services provided are unaffected.

Please also be aware that we have recently changed our postal and registered office address to 45 Gresham Street, London EC2V 7BG. Where applicable, please update your records accordingly.

Please also be aware that we have recently changed our registered office address to 45 Gresham Street, London EC2V 7BG. Where applicable, please update your records accordingly.

The principal trading address of the Company was Ground Floor, 3 Market Place, Derby, DE1 3PW.

The Company's registered office is 45 Gresham Street, London, EC2V 7BG and its registered number is 08395240.

3. Realisation of assets

Attached at appendix I is our receipts & payments account for the period from 4 May 2021 to 3 May 2022.

The receipts & payments account also includes a comparison with the directors' SOA values.

3.1 Rent Deposit

The Company entered into a lease agreement in relation to Markeaton House, 3 Slater Avenue, Derby DE1 1GT. This lease was disclaimed on 12 July 2021. The Landlord is currently holding a rent deposit of £7,200 plus VAT, and the liquidators are in ongoing negotiations in respect of realising this deposit less any costs and expenses incurred by the Landlord.

3.1 Assets still to be realised

The realisation of the rent deposit remains outstanding, and the delays are due to the finalisation of the Landlord's costs and expenses.

4. Investigations

Under the Company Directors Disqualification Act 1986 we have a duty to make a submission to the Secretary of State for Business, Energy & Industrial Strategy on the conduct of all those persons who were directors at the date of liquidation or who held office at any time during the three years immediately preceding insolvency.

We have complied with our duty in this regard. As all submissions are strictly confidential, we are unable to disclose their content.

Shortly after appointment, we made an initial assessment of whether there could be any matters that might lead to recoveries for the estate and what further investigations may be appropriate. This assessment took into account information provided by creditors and as a response to our request to complete an investigation questionnaire.

The joint liquidators' investigations remain ongoing and further details will be provided to creditors in due course.

5. Creditors

5.1 Secured Creditors

The joint liquidators are not aware of any secured creditors.

5.2 Prescribed part

The Company did not grant any floating charges and the prescribed part requirements do not therefore apply.

5.3 Ordinary preferential creditors

We set out below a summary of the ordinary preferential claims received:

Ordinary preferential creditor	SOA claims £	Claims received £
Employee claims (7)	8,600.00	TBC
Redundancy Payments Service	TBC	TBC
Total	8,600.00	TBC

5.4 Secondary preferential creditors

Claims from the secondary preferential creditors mainly include HMRC which will rank below the ordinary preferential creditors in relation to outstanding taxes 'paid' by employees and customers of that business. These include Value Added Tax (VAT), Pay As You Earn (PAYE), employee National Insurance Contributions, student loan deductions and Construction Industry Scheme deductions. It is important to note that there is no cap or time limit on what HMRC can recover in respect of the above.

The secondary preferential creditors will only be entitled to receive a dividend after all the ordinary preferential creditors have received 100p in the pound (£).

HMRC will continue to be an unsecured creditor for corporation tax and any other taxes owed directly by a company/business (for example employer National Insurance Contributions).

We set out below a summary of the secondary preferential claims received:

Secondary preferential creditor	SOA claims £	Claims received £
HMRC claims re Value Added Tax (VAT), Pay As You Earn (PAYE), employee National Insurance Contributions, student loan deductions and Construction Industry Scheme deductions	71,400.81	51,125.55
Total	71,400.81	51,125.55

Any distributions to the secondary preferential creditors are dependent on the outcome of the joint liquidators' investigations.

5.5 Unsecured creditors

We have received claims totalling £3,409,359.90 from seven creditors. Total claims as per the directors' SOA were £2,310,832.98. Any distributions to the unsecured creditors are dependent on the outcome of the joint liquidators' investigations.

A summary of unsecured claims received and agreed is set out below:

	SOA claims	Claims received	Claims agreed
Amount of claims (£)	2,310,832.98	3,409,359.90	Nil
Number of claims	10	7	Nil

6. Liquidators' remuneration

The creditors approved that the basis of the liquidators' remuneration be fixed by reference to the time properly spent by them and their staff in attending to matters arising in the liquidation. This was granted following the joint liquidators providing a fees and expenses' estimate and the requisite majority of creditors by means of a resolution by on 8 June 2021.

The liquidators' time costs are:

Period	Total Hours hrs	Total costs £	Average hourly rate £/hr	Fees drawn £
4 May 2021 to 3 May 2022	68.28	21,548.00	315.27	Nil
Total	68.28	21,548.00	315.27	Nil

Attached as appendix II, is a time analysis which provides details of the activity costs incurred by staff grade during the period of this report in respect of the costs fixed by reference to time properly spent by the liquidators and their staff in attending to matters arising in the liquidation. Details of work carried out in the period are also included in the body of this report.

The joint liquidators' costs to date are £21,548, compared to our original estimate of £40,104. Appendix II provides a copy of the previously authorised time cost estimate breakdown for comparison purposes. Going forward, the joint liquidators anticipate future costs to be in the region of £15,000-£20,000 however this is dependent on the joint liquidators' investigations.

A detailed narrative explanation of these costs can be found in the 'Outstanding matters' section of this report.

Please note that this estimate is based on present information and may change due to unforeseen circumstances arising. In the event that the fees estimate is likely to be exceeded, the joint liquidators will need to provide an update and seek approval from the creditors before drawing any additional sums. Fee estimates may be given up to a certain event/stage or for a designated period if it is not possible to provide an accurate estimate at any given point.

On a general note, creditors should be aware that some of the work is required by statute and may not necessarily provide any financial benefit to creditors. Examples would include dealing with former employees' claims through the Redundancy Payments Service and providing information relating to the company and its former officers to the Insolvency Service as required by the Company Directors' Disqualification Act 1986.

A copy of 'A Creditor's Guide to Liquidator's Fees' can be downloaded free of charge from R3's website at the following address:

<https://www.r3.org.uk/technical-library/england-wales/technical-guidance/fees/more/29114/page/1/liquidation-a-guide-for-creditors-on-insolvency-practitioner-fees/>

Alternatively, a hard copy is available on request, free of charge.

On 1 September 2020, the Smith & Williamson Group merged with the Tilney Group to extend our financial and professional services offering. Following the merger, there has been a change to our financial year-end and, as a result, we will be revising our charge-out rates on 1 July 2022 as normal but with another review on 1 January 2023 (reverting to annual reviews thereafter). In common with many professional firms, our scale rates rise to cover annual inflationary cost increases, which readers will be aware have been particularly high of late. The rate of any increase on 1 January 2023 will take into account that only six months will have passed from the date of the last increase and so will not cause any prejudice to creditors and stakeholders.

Details of Evelyn Partners LLP's charge out rates (including any changes during the case) along with the policies in relation to the use of staff are provided at Appendix III.

We have no business or personal relationships with the parties who approve our fees.

We have no business or personal relationships with DAC Beachcroft LLP who provide legal services in the liquidation where the relationship could give rise to a conflict of interest.

7. Liquidation expenses

The following tables provide details of our expenses. Expenses are amounts properly payable by us as liquidators from the estate. The tables exclude distributions to creditors. The tables also exclude any potential tax liabilities that we may need to pay as a liquidation expense because the amounts becoming due will depend on the position at the end of the tax accounting period.

The tables should be read in conjunction with the receipts and payments account at Appendix I which shows expenses actually paid during the period and the total paid to date.

7.1 Subcontractors

We have not utilised the services of any subcontractors in this reporting period.

7.2 Professional advisors

We have not utilised the services of any professional advisors in this reporting period.

7.3 Liquidators' expenses

Appendix IV includes expenses paid and/or incurred in the current period.

Comparison to Initial Expenses Estimate

Creditors may recall that our current expense estimate for the above criteria is £480 and our costs are in line with our estimate.

7.4 Policies regarding use of third parties and expense recovery

Appendix III provides details of Evelyn Partners LLP's policies in relation to the use of subcontractors and professional advisers, and the recovery of expenses.

8. Outstanding matters

The remaining actions to be concluded in the liquidation are as follows:

- Finalising the realisation of the rent deposit.
- Finalising the investigations into the affairs of the Company.
- Closure of the liquidation, including preparing and issuing our final report.

As referred to in section six in this report the joint liquidators anticipate the future costs for these actions to be in the region of £15,000-£20,000. Any return to creditors is dependent on the outcome of the joint liquidators' investigations.

9. Privacy and data protection

As part of our role as joint liquidators, I would advise you that we may need to access and use data relating to individuals. In doing so, we must abide by data protection requirements. Information about the way that we will use and store personal data in relation to insolvency appointments can be found at www.evelyn.com/rsgdpr. If you are unable to download this, please contact my office and a hard copy will be provided free of charge.

To the extent that you hold any personal data of the Company's data subjects provided to you by the Company or obtained otherwise, you must process such data in accordance with data protection legislation. Please contact Anjna Kalia of our office if you believe this applies.

10. Creditors' rights

Within 21 days of the receipt of this report, a secured creditor, or an unsecured creditor (with the concurrence of at least 5% in value of the unsecured creditors or otherwise with the court's permission) may request in writing that the liquidators provide further information about their remuneration or expenses which have been itemised in this report.

Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors or otherwise with the court's permission) may within 8 weeks of receipt of this report make an application to court on the grounds that, in all the circumstances, the basis fixed for the liquidators' remuneration is inappropriate and/or the remuneration charged or the expenses incurred (including any paid) by the liquidators, as set out in this report, are excessive.

The above rights apply only to matters which have not been disclosed in previous reports.


On a general note, if you have any comments or concerns in connection with our conduct, please contact Nicholas Myers or Adam Henry Stephens in the first instance. If the matter is not resolved to your satisfaction, you may contact our Head of Legal by writing to 45 Gresham Street, London, EC2V 7BG or by telephone on 020 7131 4000.

Thereafter, if you wish to take the matter further you may contact the Insolvency Services directly via Insolvency Complaints Gateway. They can be contacted by email, telephone or letter as follows:

- i. Email: insolvency.enquiryline@insolvency.gov.uk
- ii. Telephone number: +44 300 678 0015
- iii. Postal address: The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds LS11 9DA.

11. Next report

We are required to provide a further report on the progress of the liquidation within two months of the next anniversary of the liquidation unless we have concluded matters prior to this, in which case we will write to all creditors with our final account, prior to vacating office.


Nicholas Myers (Jun 28, 2022 14:07 GMT+1)

Nicholas Myers and Adam Henry Stephens

Joint Liquidators

27 June 2022

Nicholas Myers and Adam Henry Stephens have been appointed as joint liquidators of the Company on 4 May 2021.

They act as agents and without personal liability.

Both office-holders are authorised and licensed in the United Kingdom to act as insolvency practitioners by the Institute of Chartered Accountants in England and Wales. Further details of their licensing body along with our complaints and compensation procedure can be accessed at: www.evelyn.com/insolvency-licensing-bodies

The joint liquidators are bound by the Insolvency Code of Ethics which can be found at:

<https://www.icaew.com/technical/insolvency/sips-regulations-and-guidance/insolvency-code-of-ethics>

The joint liquidators may act as controllers of personal data, as defined by the UK data protection law, depending upon the specific processing activities undertaken. Evelyn Partners LLP may act as a processor on the instructions of the joint liquidators. Personal data will be kept secure and processed only for matters relating to the joint liquidators' appointment.

The Fair Processing Notice in relation to the UK General Data Protection Regulation can be accessed at www.evelyn.com/rsgdpr

Should you wish to be supplied with a hard copy of any notice, attachment or document relating to a case matter, please contact the staff member dealing with this matter at any time via telephone, email or by post and this will be provided free of charge within five business days of receipt of the request.

The word partner is used to refer to a member of Evelyn Partners LLP. A list of members is available at the registered office
Registered in England at 45 Gresham Street, London, EC2V 7BG No OC369631

Regulated by the Institute of Chartered Accountants in England and Wales for a range of investment business activities



Appendices

I Receipts & payments account

Statement of Affairs		From 04/05/2021 To 03/05/2022	
£			£
	ASSET REALISATIONS		
Uncertain	Leasehold Property		NIL
Uncertain	Stock		NIL
			<u>NIL</u>
	PREFERENTIAL CREDITORS		
(3,000.00)	Employees Holiday Pay		NIL
(5,600.00)	Employees Wage Arrears		NIL
			<u>NIL</u>
	SECONDARY PREFERENTIAL CREDITORS		
(48,383.21)	Employees NI Contributions		NIL
(23,017.60)	PAYE		NIL
			<u>NIL</u>
	UNSECURED CREDITORS		
(54,463.77)	Banks		NIL
(110,335.00)	Directors' Loan Account		NIL
(5,000.00)	Employees		NIL
(2,141,034.21)	Trade & Expense Creditors		NIL
			<u>NIL</u>
	SHAREHOLDERS		
(100.00)	Ordinary Shareholders		NIL
			<u>NIL</u>
(2,390,933.79)			<u>NIL</u>
	REPRESENTED BY		
			<u>NIL</u>

Notes and further information required by SIP 7

- The liquidators' remuneration has been approved.
- We have sought approval of or drawn any other costs that would require the same approval as our remuneration.
- No payments have been made to us from outside the estate.
- Information concerning the liquidators' remuneration and expenses incurred is provided in the body of our report.
- Information concerning the ability to challenge the liquidators' remuneration and expenses of the liquidation is provided in our report.
- All bank accounts are interest bearing.
- There are no foreign currency holdings.
- All amounts in the receipts & payments account are shown exclusive of any attributable VAT. Where VAT is not recoverable it is an expense of the liquidation and shown as irrecoverable VAT.

II Time analysis for the period

From 4 May 2021 to 3 May 2022

Period	Partner	Director & Associate Director	Manager	Other Professionals	Support	Total	Cost	Average rate
	Hours	Hours	Hours	Hours	Hours	Hours	£	£/hr
Administration & planning								
Statutory & Regulatory	-	-	-	3.50	-	3.50	892.50	255.00
Case administration	3.35	0.20	-	8.67	-	12.22	4,338.77	355.16
Sub-total Administration & planning	3.35	0.20	-	12.17	-	15.72	5,231.27	332.85
Investigations								
Directors	-	-	-	4.10	-	4.10	1,045.50	255.00
Records and investigations	3.45	-	1.35	20.57	-	25.37	7,893.48	311.18
Sub-total Investigations	3.45	-	1.35	24.67	-	29.47	8,938.98	303.36
Realisation of assets								
Freehold property assets	-	-	-	1.25	-	1.25	337.50	270.00
Leasehold property assets	0.45	-	-	0.40	-	0.85	363.00	427.06
Other assets	0.80	-	-	3.60	-	4.40	1,422.00	323.18
Legal actions (civil recoveries)	1.95	-	-	-	-	1.95	1,167.00	598.46
Premises clearance	0.35	-	-	-	-	0.35	207.00	591.43
Sub-total Realisation of assets	3.55	-	-	5.25	-	8.80	3,496.50	397.33
Creditors								
Employees, Pensions & RPS	-	-	-	3.40	-	3.40	867.00	255.00
Unsecured creditors (exc. Staff)	0.45	-	0.35	1.10	-	1.90	631.50	332.37
Disclaimers	-	-	-	9.00	-	9.00	2,382.75	264.75
Sub-total Creditors	0.45	-	0.35	13.50	-	14.30	3,881.25	271.42
Grand total hours	10.80	0.20	1.70	55.58	-	68.28		
Grand total £	4,645.50	77.20	459.00	14,676.05	-		21,548.00	
Average rate £/hr (all staff)	430.14	386.19	270.00	264.04	-			315.57

Explanation of major work activities undertaken

Administration and planning

This section of the analysis encompasses the cost of the office holders and their staff in complying with their statutory obligations, internal compliance requirements, and all tax matters. This work includes the following:

- Preparing the documentation and dealing with the formalities of appointment
- Statutory notifications and advertising
- Protection of Company's assets and records (including electronic)
- Dealing with routine correspondence
- Maintaining physical case files and electronics case details on IPS (case management software)
- Case reviews (including 6-month reviews)
- Case planning; administration; and general case progression, including adjustments in appointment strategy
- Maintaining and managing the appointment's cash book and bank accounts

Investigations

Investigations include work carried out as a consequence of the obligations placed upon us to investigate the Company's affairs. The work undertaken is that described in SIP2 and SIP4 which govern both the investigations of the Company's failure and also examine the conduct of the directors. This work includes the following:

- Investigating the reasons for the failure of the Company including enquiries with the Company's directors and former director
- Reviewing the Company's books and records
- Preparing a return pursuant to the Company Directors' Disqualification Act
- Investigating the transfer of the Company's assets to the parent company

Realisation of assets

This section is in relation to the realisation of the Company's assets. This work includes the following:

- Discussion with the Landlord in relation to the rent deposit
- Disclaiming two property leases held by the Company

Creditors

Work under this section includes correspondence and other contact with the creditors of the Company. The work includes the following:

- Dealing with creditor correspondence via email and telephone
- Maintaining creditors' information on our insolvency database
- Maintaining employee claims and liaising with the Redundancy Payments Services

Fee and expenses estimate

Capvar Media Limited (In Creditors Voluntary Liquidation)								
Fees estimate according to number of hours, grade of staff and expected work to be undertaken								
Anticipated case duration	3	Years						
	Partner / Director	Associate Director	Manager/ Assistant Manager	Senior Administrator/ Administrator	Assistants & support staff			
Hourly rate (£)	570	465	315	255	105			
	Hours					Total hours	Total estimated time costs (£)	Average hourly rate
Classification of work function								
Administration and planning								
Statutory returns, reports & meetings	3.00	1.00		6.00	0.30	10.30	3,736.50	362.77
Initial post-appointment notification letters, including creditors	1.00	1.00		2.00		4.00	1,545.00	386.25
Cashiering general, including bonding		1.00				1.00	465.00	465.00
Job planning, reviews and progression (inc 6 month reviews and planning meetings, checklist & diary)	3.00	1.00		6.00	1.00	11.00	3,810.00	346.36
Post-appointment taxation (VAT, PAYE/NIC, Corp Tax that are not trading related)	1.00			2.00		3.00	1,080.00	360.00
Investigations								
Directors' correspondence & conduct questionnaires	2.00			2.00		4.00	1,650.00	412.50
Statutory books and accounting records review	6.00			15.00		21.00	7,245.00	345.00
Reviewing directors' conduct	2.00			6.00		8.00	2,670.00	333.75
Reporting to The Disqualification Unit	3.00			6.00		9.00	3,240.00	360.00
Investigation of legal claims	4.00			5.00		9.00	3,555.00	395.00
Asset tracing	3.00			3.00		6.00	2,475.00	412.50
Realisation of assets								
Leasehold property (land and buildings)	2.00			1.00		3.00	1,395.00	465.00
Stock	0.30			0.30		0.60	247.50	412.50
Creditors								
Employees' claims, dealing with Redundancy Payments Service & tribunals	1.00			4.00		5.00	1,590.00	318.00
HMRC	1.00			2.00		3.00	1,080.00	360.00
Unsecured creditors	3.00			5.00		8.00	2,985.00	373.13
Distributions								
Notices of intended dividend and claim adjudication	1.00			3.00		4.00	1,335.00	333.75
Total	36.30	4.00	-	68.30	1.30	109.90	40,104.00	364.91

Capvar Media Limited (In Creditors' Voluntary Liquidation)		
Estimated expenses in accordance with Categories 1 & 2 (SIP 9) and payable to third parties *		
Estimated expenses applicable to all cases		Total
Specific bond		140.00
Statutory advertising costs		190.00
Case specific costs - where applicable		
Security & other property costs		100.00
Legal fees		10,000.00
Storage costs		150.00
Bank charges		10.00
Total		10,590.00
Category 1 expenses, in accordance with Statement of Insolvency Practice 9 are specific costs payable to an independent third party and relate directly to the case in question. Category 2 expenses are payable to the office holder's firm and are shared or allocated costs, most notably business mileage.		

Comparison to Initial Fee Estimate

Creditors may recall that our current agreed fee estimate is £40,104. Our time costs for the first year are lower than originally anticipated as the fee estimate was provided for the duration of the liquidation.

A comparison is shown below. Our actual time costs for the current period were £21,548, which we intend to draw when funds permit.

Category	Estimate (£)	Actual (£)	Difference (£)	Reason
Administration & Planning	10,636.50	5,231.27	5,405.23	Time allocated to this category is less than originally estimated as the time costs estimate was provided for the duration of the liquidation. The estimated duration of the liquidation is 3 years.
Investigations	20,835.00	8,938.98	11,896.02	Time allocated to this category is less than originally estimated as the time costs estimate was provided for the duration of the liquidation. The estimated duration of the liquidation is 3 years. The joint liquidators do anticipate significant time costs in relation to their investigations and are reviewing several transactions undertaken by the directors.
Realisation of Assets	1,642.50	3,496.50	(1,854.00)	Time allocated to this category is higher than originally anticipated as realisation of the rent deposit has proven protracted due to the Landlord being unable to finalise his costs until the lease has been transferred.
Creditors	6,990.00	3,881.25	3,108.75	Time allocated to creditors is less than originally estimated as to date, significant creditors' communication has not been received.
Total	40,104.00	21,548.00	18,556.00	Time allocated to this category is less than originally estimated as the time costs estimate was provided for the duration of the liquidation. The estimated duration of the liquidation is 3 years.

III Staffing, charging, subcontractor and advisor policies and charge out rates

Introduction

Detailed below are:

- Evelyn Partner LLP's policy in relation to:
 - Staff allocation and the use of subcontractors
 - Professional advisers
 - Expense recovery
- Evelyn Partners LLP's current charge out rates

Staff allocation and the use of subcontractors

Our general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

The constitution of the case team will usually consist of a partner and a partner or director or associate director or consultant as joint office-holders, a manager, and an administrator or assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment. The charge out rate schedule below provides details of all grades of staff and their experience level. We delegate tasks to suitable grades of staff, taking into account their experience and any specialist knowledge that is needed and we supervise them properly to maximise the cost effectiveness of the work done. Anything complex or important matters of exceptional responsibility are handled by our senior staff or us.

All of our staff who work on the case (including our cashiers (which is centralised and London rates apply), support and secretarial staff) charge time directly to the assignment and are included in any analysis of time charged. Each grade of staff has an hourly charge-out rate which is reviewed from time to time. Time up to 31 July 2020 is recorded in units representing 3 minutes or multiples thereof. From 1 August 2020 time is recorded in 1 minute units or multiples thereof. The minimum time chargeable is one minute. We do not charge general or overhead costs.

It may be necessary to utilise staff from both regional and London offices, subject to the specific requirements, eg, geographical location, of individual cases.

We may use subcontractors to perform work which might ordinarily be carried out by us and our staff where it is cost effective to do so and/or where the specific expertise offered by the subcontractor is required.

Details of any subcontractors' services utilised in the period covered by this report are set out in appendix V.

Use of professional advisers

We select professional advisers such as agents and solicitors on the basis of balancing a number of factors including:

- The industry and/or practice area expertise required to perform the required work.
- The complexity and nature of the assignment.
- The availability of resources to meet the critical deadlines in the case.
- The charge out rates or fee structures that would be applicable to the assignment.
- The extent to which we believe that the advisers in question can add best value and service to the assignment.

- The expertise and experience of the service provider;
- The provider holds appropriate regulatory authorisations; and
- The professional and ethical standards applicable to the service provider.

Arrangements will be reviewed periodically to ensure that best value and service continue to be obtained.

External professional advisers are third party entities. The insolvency practitioners and their firm do not have any association with any external provider of services and therefore they do not fall within the definition of an associate as defined in Section 435 of the Insolvency Act 1986 and in SIP 9. Payments to external professional advisers for the services they provide are therefore not a category 2 expense as defined in Statement of Insolvency Practice 9 and therefore do not require prior approval from the committee or creditors.

Category 1 expenses do not require approval by creditors. The type of expenses that may be charged as a category 1 expense to a case generally comprise external supplies of incidental services specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, room hire and document storage. Also, chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case.

Category 2 expenses do require approval from creditors. These are costs which are directly referable to the appointment in question but are not payments which are made to an independent third party and may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis such as internal room hire, document storage or business mileage.

Since 7 July 2012 Evelyn Partners LLP's policy is to recover only one type of category 2 expense, namely business mileage at HMRC's approved mileage rates at the relevant time. Current mileage rates are 45p per mile plus 5p per passenger per mile. Prior to 7 July 2012 approval may have been obtained to recover other types of category 2 expenses.

No category 2 expenses have been incurred and/or recovered in the period covered by this report.

Charge out rates

A schedule of Evelyn Partners LLP's charge out rates was issued to creditors at the time the basis of the liquidators' remuneration was approved.

The rates applicable to this appointment are set out below. Changes to the charge out rates during the period of this report were applied with effect from 1 July 2022.

Evelyn Partners LLP	London office	Regional Offices
Restructuring & Recovery Services		
Charge out rates as at 1 July 2020	£/hr	£/hr
Partner / Director	495-570	396-456
Associate Director	380-465	372
Managers	285-400	228-320
Other professional staff	125-465	152-204
Support & secretarial staff	105	84

Evelyn Partners LLP	London office	Regional Offices
Restructuring & Recovery Services		
Charge out rates as at 1 July 2021	£/hr	£/hr
Partner	590-610	480
Director / Associate Director	395-530	395-415
Managers	290-430	240-335
Other professional staff	130-280	160-215
Support & secretarial staff	100-120	90

Notes

Up to 31 July 2020 time is recorded in units representing 3 minutes or multiples thereof. From 1 August 2020 time is recorded in 1 minute units or multiples thereof.

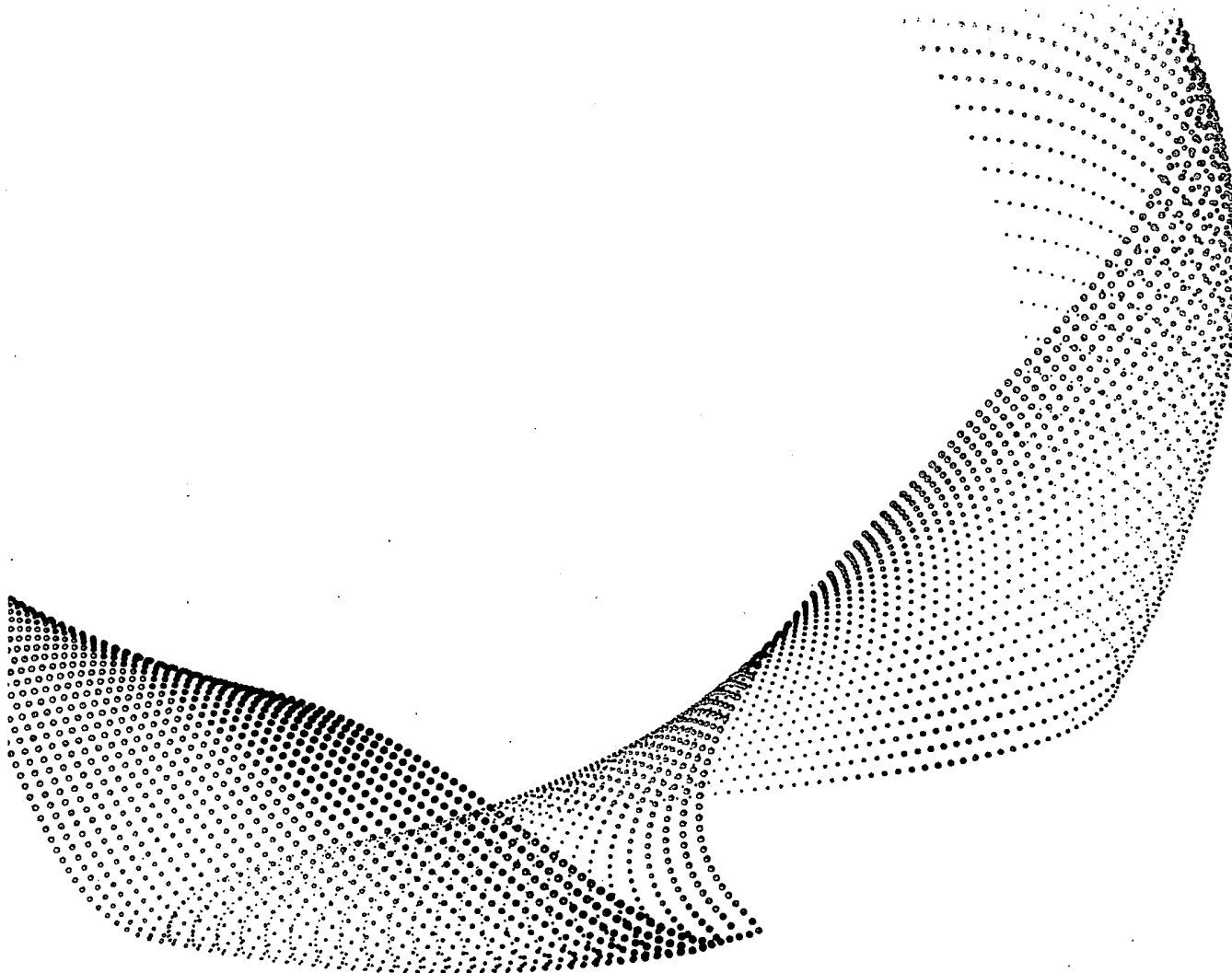
It may be necessary to utilise staff from both regional and London offices, subject to the requirements of individual cases.

The firm's cashiering function is centralised and London rates apply. Up to 31 July 2020 the cashiering function time is incorporated within 'Other professional staff' rates. Following a change to our time reporting software, from 1 August 2020 the cashiering function time continues to be reported according to the seniority of staff undertaking the work in our time analyses and is split between 'Other professional staff', 'Managers' and 'Associate Director'.

Partner includes a Consultant acting as an office-holder or in an equivalent role.

IV Liquidators' expenses

Description	Initial estimate £	B/f from previous period £	Costs incurred in current period £	Cumulative total £	Estimate for future £	Anticipated future total £	Variance – initial to anticipated £	Costs paid in current period £	Total costs outstanding at period end £
Statutory Advertising	190.00	Nil	190.00	190.00	Nil	190.00	Nil	Nil	190.00
Liquidators' bonds	140.00	Nil	140.00	140.00	Nil	140.00	Nil	Nil	140.00
Storage	150.00	Nil	97.50	97.50	150.00	247.50	97.50	Nil	97.50
Total	480.00	Nil	427.50	427.50	150.00	577.50	97.50	Nil	427.50



www.evelynpartners.com

Principal offices: London, Belfast, Birmingham, Bristol, Cheltenham, Dublin, Glasgow, Guildford, Jersey, Salisbury and Southampton.

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