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



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

| 1                    | Company details         |  |
|----------------------|-------------------------|--|
| Company number       | 0 8 5 1 0 5 5 9         | → Filling in this form Please complete in typescript or in |
| Company name in full | R2 Recruitment Limited  | bold black capitals.                                       |
|                      |                         |  |
| 2                    | Liquidator's name       |  |
| Full forename(s)     | Kevin                   |  |
| Surname              | Lucas                   |  |
| 3                    | Liquidator's address    |  |
| Building name/number | Stanmore House          |  |
| Street               | 64-68 Blackburn Street  |  |
|                      |                         |  |
| Post town            | Manchester              |  |
| County/Region        |                         |  |
| Postcode             | M   2   6     2   J   S |  |
| Country              |                         |  |
| 4                    | Liquidator's name       |  |
| Full forename(s)     |                         | Other liquidator Use this section to tell us about         |
| Surname              |                         | another liquidator.  |
| 5                    | Liquidator's address @  |  |
| Building name/number |                         | Other liquidator Use this section to tell us about         |
| Street               |                         | another liquidator.  |
|                      |                         |  |
| Post town            |                         |  |
| County/Region        |                         |  |
| Postcode             |                         |  |
| Country              |                         |  |

LIQ03 Notice of progress report in voluntary winding up

| 6                      | Period of progress report  |
|------------------------|--|
| From date              | $\begin{bmatrix} d & & & & & & & & & & & & & & & & & & $   |
| To date                | $\begin{bmatrix} d & & & & & \\ 2 & & & & & \\ \end{bmatrix} \begin{bmatrix} 0 & & & & \\ 4 & & & & \\ \end{bmatrix} \begin{bmatrix} y & & & \\ 2 & & \\ \end{bmatrix} \begin{bmatrix} y & & \\ 2 & & \\ \end{bmatrix} \begin{bmatrix} y & & \\ 1 & & \\ \end{bmatrix}$  |
| 7                      | Progress report  |
|                        | ☑ The progress report is attached  |
| 8                      | Sign and date  |
| Liquidator's signature | Signature X  |
| Signature date         | $\begin{bmatrix} \frac{1}{4} & 2 \end{bmatrix} \begin{bmatrix} \frac{1}{4} & 0 \end{bmatrix} \begin{bmatrix} \frac{1}{4} & 0 \end{bmatrix} \begin{bmatrix} \frac{1}{4} & 2 \end{bmatrix} \begin{bmatrix} \frac{1}{4} & 0 \end{bmatrix} \begin{bmatrix} \frac{1}{4} & 2 \end{bmatrix} \begin{bmatrix} \frac{1}{4} & 0 \end{bmatrix} \begin{bmatrix} \frac{1}{4} & $ |

### **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  | Stephen Lancaster      |  |  |  |
|---------------|------------------------|--|--|--|
| Company name  | Lucas Ross Limited     |  |  |  |
|               |                        |  |  |  |
| Address       | Stanmore House         |  |  |  |
|               | 64-68 Blackburn Street |  |  |  |
|               |                        |  |  |  |
| Post town     | Radcliffe              |  |  |  |
| County/Region | Manchester             |  |  |  |
| Postcode      | M 2 6 2 J S            |  |  |  |
| Country       |                        |  |  |  |
| DX            |                        |  |  |  |
| Telephone     |                        |  |  |  |

### 1

### 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.

### *t* 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

### R2 Recruitment Limited (In Liquidation) Liquidator's Summary of Receipts & Payments

| Statement of Affairs |                                  | From 21/04/2020<br>To 20/04/2021 | From 21/04/2017<br>To 20/04/2021 |  |
|----------------------|----------------------------------|----------------------------------|----------------------------------|--|
| £                    |                                  | £                                | £                                |  |
|                      | ASSET REALISATIONS               |                                  |                                  |  |
|                      | Bank Interest Gross              | NIL                              | 0.15                             |  |
| 3,271.00             | Book Debts                       | NIL                              | 467.10                           |  |
| Uncertain            | Computer Equipment               | NIL                              | NIL                              |  |
| Uncertain            | Furniture, Fixtures & Equipment  | NIL                              | NIL                              |  |
| NIL                  | Goodwill                         | NIL                              | NIL                              |  |
|                      |                                  | NIL                              | 467.25                           |  |
|                      | COST OF REALISATIONS             |                                  |                                  |  |
|                      | Liquidators Disbursements        | NIL                              | 161.20                           |  |
|                      | Specific Bond                    | NIL                              | 30.00                            |  |
|                      |                                  | NIL                              | (191.20)                         |  |
|                      | PREFERENTIAL CREDITORS           |                                  |                                  |  |
| (300.00)             | Employee Arrears Wages & Hol Pay | NIL                              | NIL                              |  |
| (500.00)             | RPS - Arrears & Holiday Pay      | NIL                              | NIL                              |  |
|                      |                                  | NIL                              | NIL                              |  |
|                      | UNSECURED CREDITORS              |                                  |                                  |  |
| (1,140.00)           | Employee - Redundancy & PILON    | NIL                              | NIL                              |  |
| (14,800.00)          | HM Revenue & Customs - CT        | NIL                              | NIL                              |  |
| (1,607.00)           | HM Revenue & Customs - PAYE/NIC  | NIL                              | NIL                              |  |
| (18,000.00)          | HM Revenue & Customs - VAT       | NIL                              | NIL                              |  |
| (1,900.00)           | RPS - Redundancy & PILON         | NIL                              | NIL                              |  |
| (2,589.00)           | Trade & Expense Creditors        | NIL                              | NIL                              |  |
|                      |                                  | NIL                              | NIL                              |  |
|                      | DISTRIBUTIONS                    |                                  |                                  |  |
| (2.00)               | Ordinary Shareholders            | NIL                              | NIL                              |  |
|                      |                                  | NIL                              | NIL                              |  |
| (37,567.00)          | DEDDE GENTED DV                  | NIL                              | 276.05                           |  |
|                      | REPRESENTED BY  Bank 1 Current   |                                  | 243.81                           |  |
|                      | Vat Receivable                   |                                  | 32.24                            |  |

### R2 Recruitment Limited (In Liquidation) Liquidator's Summary of Receipts & Payments

| Statement<br>of Affairs<br>£ | From 21/04/2020<br>To 20/04/2021<br>£ | From 21/04/2017<br>To 20/04/2021<br>£ |  |
|------------------------------|---------------------------------------|---------------------------------------|--|
| REPRESENTED BY CONTI         | NUED                                  |                                       |  |
|                              |                                       | 276.05                                |  |

# R2 RECRUITMENT LIMITED - IN LIQUIDATION

Liquidator's Fourth Annual Progress Report pursuant to Section 104A of the Insolvency Act 1986 For the period from 21 April 2020 to 20 April 2021

### 1. INTRODUCTION, CREDITORS' RIGHTS AND ABBREVIATIONS

The following abbreviations will be used as appropriate throughout this report:

Act Insolvency Act 1986

CDDA Company Directors Disqualification Act 1986

Company R2 Recruitment Limited

Liquidator; Joint Liquidators: Kevin Lucas of Lucas Ross Limited Stanmore

House, 64-68 Blackburn Street, Radcliffe,

Manchester, M26 2JS

Rules or Rule Insolvency Rules 2016

SIP2 Statement of Insolvency Practice Number 2 -

Investigations by office holders in administration

and insolvent liquidations

SofA Statement of Affairs signed by the directors at the

start of the process

A resolution to wind up the Company was passed on 21 April 2017, when the Liquidator was appointed.

This is the Fourth annual progress report to creditors and covers the period from 21 April 2020 to 20 April 2021 and is issued pursuant to Section 104A of the Act to provide creditors with an update on the progress of the Liquidation. This report should be read in conjunction with any previous reports.

### Creditors' rights

At the end of this report is an extract from the Insolvency Rules 2016 setting out the rights of creditors to request further information and/or challenge the remuneration or expenses within the liquidation. Creditors may access information setting out creditors' rights in respect of the approval of Liquidator's remuneration free of charge from this office on request

Complaints about Insolvency Practitioners should be made to the office of the relevant Liquidator in the first instance. If you are not satisfied with the response, the Insolvency Service has a central gateway for considering complaints. This gateway can be found at <a href="https://www.gov.uk/complain-about-insolvency-practitioner">https://www.gov.uk/complain-about-insolvency-practitioner</a> where you will find further information on how you may pursue a complaint.

All Licensed Insolvency Practitioners are bound by the Insolvency Code of Ethics when carrying out all professional work. The Insolvency Code of Ethics can be found at <a href="https://www.icaew.com/-/media/corporate/files/technical/ethics/insolvency-code-of-ethics.ashx?la=en">https://www.icaew.com/-/media/corporate/files/technical/ethics/insolvency-code-of-ethics.ashx?la=en</a>

### 2. STATUTORY INFORMATION

Date of appointment of the 21 April 2017

Liquidator:

Trading style(s) of the Company: N/A

Registered number: 08510559

Registered office: Stanmore House, 64-68 Blackburn Street,

Manchester, M26 2JS

Changes in office holder: None

### 3. PROGRESS OF THE LIQUIDATION DURING THE PERIOD

### Investigations

As was disclosed in the last progress report, investigations were being undertaken regarding numerous payments from the Company. These transactions were found not to have benefitted the Company but rather the recipients personally.

SAS Daniels Solicitors were originally instructed to assist with the matter after initial efforts from the Liquidator failed to produce a satisfactory resolution. The fee earner handling the case changed firms in the review period, and moved to KBL Legal, and the case moved with the lawyer.

Correspondence has continued to be exchanged between the beneficiaries of the payments and the solicitor to attempt to find a solution without the need to issue Court proceedings. This work includes assessing the financial means of the recipients and their ability to offer a satisfactory settlement.

The Liquidator will continue to reserve his rights; if the matter cannot be resolved in a reasonable amount of time, and depending on the circumstances of the beneficiaries the Liquidator will consider issuing litigation or offering the case to a litigation funder, or any other remedy giving rise to the best outcome to creditors.

A further update will be provided in the next report.

### **Future Actions**

The Liquidation will remain open until a satisfactory conclusion has been achieved in relation to the above investigations.

### 4. COSTS OF THE LIQUIDATION

A summary of the receipts and payments account is attached for your information, analysed to show activity in the last year and the entire period of the liquidation as appropriate.

It shows actual receipts and actual payments rather than accrued and unrealised/unpaid receipts and payments.

### Remuneration of the Liquidator

The Liquidator has attempted twice to obtain approval from creditors to fix the basis of his remuneration via a decision by correspondence procedure. On both occasions, no votes were received and therefore no remuneration has yet been drawn in this matter.

The Liquidator's time costs for the period 21 April 2020 to 20 April 2021 are £935.00 and are shown in more detail at the end of this report. This represents 4.6 hours at an average hourly rate of £203.26. Time has been spent on Admin & Planning as per the guidance points below:

| Category         | Description of work undertaken  |
|------------------|---|
| Admin & Planning | Work carried out under this category is required in order for the Liquidator to comply with both his statutory and compliance obligations. It does not necessarily give rise to any financial benefit to the Liquidation. It includes preparation and distribution of the last progress report, statutory filing, dealing with tax and cashiering formalities of the Liquidation, strategy reviews, routine |
|                  | correspondence with the solicitors, and any other internal aspects of the case.   |

The Liquidator's total time costs to date since the commencement of the Liquidation to 21 April 2021 are £13,885.00. This represents 60.1 hours at an average hourly rate of £231.03.

For clarity, the below table shows the estimated time compared to the actual time spent to the period of this report, as per the last fee estimate which proposed a combined fixed and time costs basis:

|                | Original Fee Estimate |          |          |        | me costs indicate of rep |          |
|----------------|-----------------------|----------|----------|--------|--------------------------|----------|
| Work Category  | Number                | Average  | Total    | Number | Average                  | Total    |
|                | of                    | Hourly   | Fees (£) | of     | Hourly                   | Fees (£) |
|                | hours                 | rate (£) |          | hours  | rate (£)                 |          |
| Investigations | 22.2                  | 192.93   | 4,283.00 | 12.0   | 249.58                   | 2,995.00 |
| Realisation of | 14.3                  | 168.60   | 2,411.00 | 6.1    | 182.38                   | 1,112.50 |
| Assets         |                       |          |          |        |                          |          |
| Total          | 36.5                  | 183.40   | 6,694.00 | 18.1   | 226.93                   | 4,17.50  |

The Liquidator has drawn no remuneration, either during the period of this report or since his appointment.

### **Expenses**

Expenses are payments from the insolvent estate which are neither an office holder's remuneration nor a distribution to a creditor or member (as appropriate). Expenses

include disbursements, which are payments first met by the office holder, and then reimbursed to the office holder from the estate.

Expenses are split into those that do not need approval before they are charged to the estate (category 1) and those that do (category 2):

- Category 1 expenses are payments to persons providing the service to which the expense relates who are not an associate of the office holder and may be paid without prior approval.
- Category 2 expenses are payments to associates or which have an element of shared costs. Before being paid, category 2 expenses require approval in the same manner as an office holder's remuneration. Category 2 expenses require approval whether paid directly from the estate or as a disbursement.

Details of the professional advisors and sub-contractors used are listed below together with the basis of the fee arrangement with them. The organisations and/or individuals were chosen based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them:

| Name of Professional      | Brief description of services    | Basis of fee     |  |
|---------------------------|----------------------------------|------------------|--|
| Adviser of Sub-contractor | provided                         | arrangement      |  |
| SAS Daniels               | Legal advice and assistance with | Hourly rate      |  |
|                           | seeking a resolution to the      | contingent on    |  |
|                           | payments from the Company to     |                  |  |
|                           | the third parties.               | Disbursements at |  |
|                           |                                  | cost.            |  |
| KBL Legal                 | As above                         | As above         |  |

Any expenses paid during the reporting period are shown on the receipts and payments account at the end of this report.

### All expenses incurred to date

| Expense Incurred                  | Incurred in prior period £ | Incurred in this period £ | Paid to end<br>of period<br>£ | Total<br>anticipated<br>period end<br>cost £ | Original<br>Fee<br>Estimate £ |
|-----------------------------------|----------------------------|---------------------------|-------------------------------|--|-------------------------------|
| Category 1                        |                            |                           |                               | 00012  |                               |
| Legal costs - SAS<br>Daniels      | 4,217.50                   | -                         | -                             | -  | 4,000.00                      |
| Legal costs - KBL Legal           | -                          | 700.00                    | -                             | See note<br>below                            | -                             |
| Legal Disbursements - SAS Daniels | 3.00                       | -                         | 3.00                          | 3.00   | 1,000.00                      |
| Meeting Room Hire (external)      | 41.80                      | -                         | 41.80                         | -  | -                             |
| Specific Bond                     | 30.00                      | -                         | 30.00                         | 30.00  | 30.00                         |
| Statutory Advertising             | 119.80                     | _                         | 119.80                        | -  | 120.00                        |
| Category 2                        |                            |                           |                               |  |                               |

| Photocopying | and | 120.00   | -      | _      | See note | -        |
|--------------|-----|----------|--------|--------|----------|----------|
| Stationery   |     |          |        |        | below    |          |
| Total        |     | 4,532.10 | 700.00 | 194.60 | 4,250.50 | 5,150.00 |

SAS Daniels' and KBL Legal's terms of engagement were conditional depending on asset realisations. No recoveries were made during SAS Daniels' period of engagement and hence no time cost fees were paid to them, although their disbursement was paid in order for their file to be released to KBL Legal when the solicitor changed firms. A global fee estimate of £4,000.00 was made, plus a further £1,000.00 for disbursements.

Photocopying and stationery costs are charged on an annual basis depending how long the case is open for, although no such expenses have been drawn to date.

A copy of 'A Creditors' Guide to Liquidators' Fees' which provides guidance on creditors' rights on how to approve and monitor a Liquidator's remuneration and on how the remuneration is set is available from the Liquidator on request at no cost.

### 6. PROSPECTS FOR CREDITORS

### **Secured Creditors**

There are no secured creditors.

### **Preferential Creditors**

The SofA detailed that there were preferential creditors of £800 in respect of arrears of wages and holiday pay. To date no preferential claims have been received. Prospects of a dividend to preferential creditors depend entirely on there being adequate future realisations.

### **Unsecured Creditors and Prescribed Part**

Pursuant to Section 176A of the Act where a company has granted a floating charge to a creditor on or after 15 September 2003, a proportion of the net property of that company must be made available purely to unsecured creditors.

As there are no qualifying floating charges registered at Companies House, the Prescribed Part does not apply in this matter.

The SofA detailed unsecured creditors of £40,036. As at the date of this report claims have been received totalling £39,821.

At this stage it is not possible to confirm whether or not it is likely that there will be funds available to distribute to unsecured creditors. Prospects of a distribution depend entirely on adequate future realisations.

An update will be provided in the next progress report.

### Next Report to Creditors

The next report to creditors will be sent out to creditors following the next anniversary of the Liquidation or the conclusion of the winding up, whichever may be sooner.

If you require any further information please contact us via help@lucasross.co.uk.

Kevin Lucas Liquidator

10 June 2021

### Creditors' and members' requests for further information in administration, winding up and bankruptcy 18.9.

(1) The following may make a written request to the office-holder for further information about remuneration

or expenses (other than pre-administration costs in an administration) set out in a progress report under rule 18.4(1)(b), (c) or (d) or a final report under rule 18.14—

- (a)a secured creditor;
- (b)an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question);
- (c)members of the company in a members' voluntary winding up with at least 5% of the total voting rights of all the members having the right to vote at general meetings of the company;
- (d)any unsecured creditor with the permission of the court; or
- (e)any member of the company in a members' voluntary winding up with the permission of the court.
- (2) A request, or an application to the court for permission, by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one member or creditor.
- (3) The office-holder must, within 14 days of receipt of such a request respond to the person or persons who requested the information by—
  - (a)providing all of the information requested;
  - (b)providing some of the information requested; or
  - (c)declining to provide the information requested.
- (4) The office-holder may respond by providing only some of the information requested or decline to provide the information if—
  - (a)the time or cost of preparation of the information would be excessive; or
  - (b)disclosure of the information would be prejudicial to the conduct of the proceedings;
  - (c)disclosure of the information might reasonably be expected to lead to violence against any person; or
  - (d) the office-holder is subject to an obligation of confidentiality in relation to the information.
- (5) An office-holder who does not provide all the information or declines to provide the information must inform the person or persons who requested the information of the reasons for so doing.
- (6) A creditor, and a member of the company in a members' voluntary winding up, who need not be the same as the creditor or members who requested the information, may apply to the court within 21 days of—
  - (a)the office-holder giving reasons for not providing all of the information requested; or
  - (b)the expiry of the 14 days within which an office-holder must respond to a request.
- (7) The court may make such order as it thinks just on an application under paragraph (6).

Remuneration and expenses: application to court by a creditor or member on grounds that remuneration or expenses are excessive

### 18.34.

- (1) This rule applies to an application in an administration, a winding-up or a bankruptcy made by a person mentioned in paragraph (2) on the grounds that—
  - (a)the remuneration charged by the office-holder is in all the circumstances excessive;
  - (b)the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
  - (c)the expenses incurred by the office-holder are in all the circumstances excessive.
- (2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable—
  - (a)a secured creditor,

- (b)an unsecured creditor with either-
  - (i)the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
  - (ii)the permission of the court, or
- (c)in a members' voluntary winding up-
  - (i)members of the company with at least 10% of the total voting rights of all the members having the right to vote at general meetings of the company, or
  - (ii) a member of the company with the permission of the court.
- (3) The application by a creditor or member must be made no later than eight weeks after receipt by the applicant of the progress report under rule 18.3, or final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report").

Applications under rules 18.34 and 18.35 where the court has given permission for the application 18.36.

- (1) This rule applies to applications made with permission under rules 18.34 and 18.35.
- (2) Where the court has given permission, it must fix a venue for the application to be heard.
- (3) The applicant must, at least 14 days before the hearing, deliver to the office-holder a notice stating the venue and accompanied by a copy of the application and of any evidence on which the applicant intends to rely.
- (4) If the court considers the application to be well-founded, it must make one or more of the following orders—
  - (a)an order reducing the amount of remuneration which the office-holder is entitled to charge;
  - (b)an order reducing any fixed rate or amount;
  - (c)an order changing the basis of remuneration;
  - (d)an order that some or all of the remuneration or expenses in question is not to be treated as expenses of the administration, winding up or bankruptcy;
  - (e)an order for the payment of the amount of the excess of remuneration or expenses or such part of the excess as the court may specify by
    - (i)the administrator or liquidator or the administrator's or liquidator's personal representative to the company, or
    - (ii)the trustee or the trustee's personal representative to such person as the court may specify as property comprised in the bankrupt's estate;
  - (f)any other order that it thinks just.
- (5) An order under paragraph (4)(b) or (c) may only be made in respect of periods after the period covered by the relevant report.
- (6) Unless the court orders otherwise the costs of the application must be paid by the applicant, and are not payable as an expense of the administration, winding up or bankruptcy.

Applications under rule 18.34 where the court's permission is not required for the application 18.37.

- (1) On receipt of an application under rule 18.34 for which the court's permission is not required, the court may, if it is satisfied that no sufficient cause is shown for the application, dismiss it without giving notice to any party other than the applicant.
- (2) Unless the application is dismissed, the court must fix a venue for it to be heard.
- (3) The applicant must, at least 14 days before any hearing, deliver to the office-holder a notice stating the venue with a copy of the application and of any evidence on which the applicant intends to rely.
- (4) If the court considers the application to be well-founded, it must make one or more of the following orders—
  - (a)an order reducing the amount of remuneration which the office-holder is entitled to charge;

- (b)an order reducing any fixed rate or amount;
- (c)an order changing the basis of remuneration;
- (d)an order that some or all of the remuneration or expenses in question be treated as not being expenses of the administration or winding up or bankruptcy;
- (e)an order for the payment of the amount of the excess of remuneration or expenses or such part of the excess as the court may specify by
  - (i)the administrator or liquidator or the administrator's or liquidator's personal representative to the company, or
  - (ii)the trustee or the trustee's personal representative to such person as the court may specify as property comprised in the bankrupt's estate;

(f)any other order that it thinks just.

- (5) An order under paragraph (4)(b) or (c) may only be made in respect of periods after the period covered by the relevant report.
- (6) Unless the court orders otherwise the costs of the application must be paid by the applicant, and are not payable as an expense of the administration or as winding up or bankruptcy.

#### OFFICE HOLDER'S FEES AND DISBURSEMENTS POLICY

#### Fees based on Time Properly Given and the Estimation of Fees

Each member of staff involved with the case will time charge on an individual basis. The hourly cost of each member of staff shall be calculated in accordance with their experience and resultant grade within the practice.

#### Recording of Fees

Time is formally recorded in prescribed categories in units of 6 minutes. All units of time properly spent, shall be recorded on a formal time management system and retained throughout appointment, irrespective of the basis of fees.

#### Charge Out Rates

Hourly charge out rates from 3 December 2020 are:

| Charges for usual cases            | (£)     |
|------------------------------------|---------|
| Partner/Director/Consultant        | 395     |
| Manager/Senior Manager             | 280-325 |
| Assistant Manager                  | 260     |
| Administrator/Senior Administrator | 170-225 |
| Cashier(#)                         | 150     |
| Junior and Support Staff           | 125     |

(#) Please note that time charged by our cashiers relates only to accounting matters relevant to the case.

The basis upon which the Office Holder determines the appropriate charge out rate on the complexity of the case is detailed in the respective independent creditors' guides to fees, available to download from our company website or by email from this office.

The Office Holder reserves the right to uplift both the hourly rates and category 2 disbursements periodically without further recourse to the creditors. By law, such increases must be disclosed to creditors within each statutory report. Where such increases affect the total fees incurred and take these over the totality of any fee resolution proposed previously, an additional fee resolution will be sent to creditors for their consideration.

#### Support Staff

In an effort to minimise costs to the case, it is necessary to use support staff to undertake certain matters. Support staff time is charged in the same manner as technical staff on the rates outlined above.

#### VAT

Services provided by Insolvency practitioners are subject to VAT, except when acting as Nominee or Supervisor of an estate.

Our fees will be subject to VAT at the appropriate rate.

Where the case is not registered for VAT, VAT shall be shown as an irrecoverable expense of the estate.

#### **Expenses**

Every case dealt with will incur expenses in addition to fees.

Expenses are payments from the insolvent estate which are neither an office holder's remuneration nor a distribution to a creditor or member (as appropriate). Expenses include disbursements, which are payments first met by the office holder, and then reimbursed to the office holder from the estate.

Expenses are split into those that do not need approval before they are charged to the estate (category 1) and those that do (category 2):

- Category 1 expenses are payments to persons providing the service to which the expense relates who are not an associate of the office holder and may be paid without prior approval.
- Category 2 expenses are payments to associates or which have an element of shared costs. Before being paid, category 2 expenses require approval in the same manner as an office holder's remuneration. Category 2 expenses require approval whether paid directly from the estate or as a disbursement.

Category 1 can include, but not be limited to, insolvency bonds, statutory advertising, company searches, post redirection, third party postal service, external room hire, public transport and accommodation costs incurred by staff whilst attending to the administration of the estate, bank charges, Anti Money Laundering searches.

Category 2 can include, but not be limited to, mileage, storage of books and records, any payments to a person/provider where a reasonable and informed third party would consider there to be an association.

Any authorised category 2 disbursements which have been charged shall be shown in the statutory abstract of accounts, postage and stationery costs

Lucas Ross Limited currently charge mileage at 50pence per mile. Other costs are not currently charged.

## R2 Recruitment Limited (In Liquidation) Liquidator's Summary of Receipts & Payments

| Statement of Affairs                    |                                  | From 21/04/2020<br>To 20/04/2021<br>£ | From 21/04/2017<br>To 20/04/2021<br>£ |
|---|----------------------------------|---------------------------------------|---------------------------------------|
|   |                                  | <i>L.</i>                             |                                       |
|   | ASSET REALISATIONS               |                                       |                                       |
|   | Bank Interest Gross              | NIL                                   | 0.15                                  |
| 3,271.00                                | Book Debts                       | NIL                                   | 467.10                                |
| Uncertain                               | Computer Equipment               | NIL                                   | NIL                                   |
| Uncertain                               | Furniture, Fixtures & Equipment  | NIL                                   | NIL                                   |
| NIL                                     | Goodwill                         | NIL                                   | NIL                                   |
|   |                                  | NIL                                   | 467.25                                |
|   | COST OF REALISATIONS             |                                       |                                       |
|   | Liquidators Disbursements        | NIL                                   | 161.20                                |
|   | Specific Bond                    | NIL                                   | 30.00                                 |
|   |                                  | NIL                                   | (191.20                               |
|   | PREFERENTIAL CREDITORS           |                                       |                                       |
| (300.00)                                | Employee Arrears Wages & Hol Pay | NIL                                   | NIL                                   |
| (500.00)                                | RPS - Arrears & Holiday Pay      | NIL                                   | NIL                                   |
|   |                                  | NIL                                   | NIL                                   |
|   | UNSECURED CREDITORS              |                                       |                                       |
| (1,140.00)                              | Employee - Redundancy & PILON    | NIL                                   | NIL                                   |
| (14,800.00)                             | HM Revenue & Customs - CT        | NIL                                   | NIL                                   |
| (1,607.00)                              | HM Revenue & Customs - PAYE/NIC  | NIL                                   | NIL                                   |
| (18,000.00)                             | HM Revenue & Customs - VAT       | NIL                                   | NIL                                   |
| (1,900.00)                              | RPS - Redundancy & PILON         | NIL                                   | NIL                                   |
| (2,589.00)                              | Trade & Expense Creditors        | NIL                                   | NIL                                   |
|   |                                  | NIL                                   | NIL                                   |
|   | DISTRIBUTIONS                    |                                       |                                       |
| (2.00)                                  | Ordinary Shareholders            | NIL                                   | NIL                                   |
|   |                                  | NIL                                   | NIL                                   |
| 37,567.00)                              |                                  | NIL                                   | 276.05                                |
| , | REPRESENTED BY                   |                                       |                                       |
|   | Bank 1 Current                   |                                       | 243.81                                |
|   | Vat Receivable                   |                                       | 32.24                                 |
|   |                                  |                                       | 070.05                                |
|   |                                  |                                       | 276.05                                |
|   |                                  |                                       |                                       |

### Time Entry - SIP9 Time & Cost Summary

R0025 - R2 Recruitment Limited All Post Appointment Project Codes From: 21/04/2020 To: 20/04/2021

| Classification of Work Function | Partner | Manager | Other Senior<br>Professionals | Assistants &<br>Support Staff | Total Hours | Time Cost (£) | Average Hourly<br>Rate (£) |
|---------------------------------|---------|---------|-------------------------------|-------------------------------|-------------|---------------|----------------------------|
|                                 |         |         |                               |                               |             |               |                            |
| Admin & Planning                | 0.40    | 0.00    | 3.00                          | 1.20                          | 4.60        | 935.00        | 203.26                     |
| Case Specific Matters           | 0.00    | 0.00    | 0.00                          | 0.00                          | 0.00        | 0.00          | 0.00                       |
| Creditors                       | 0.00    | 0.00    | 0.00                          | 0.00                          | 0.00        | 0.00          | 0.00                       |
| Investigations                  | 0.00    | 0.00    | 0.00                          | 0.00                          | 0.00        | 0.00          | 0.00                       |
| Pre Appointment                 | 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 Hours                     | 0.40    | 0.00    | 3.00                          | 1.20                          | 4.60        | 935.00        | 203.26                     |
| Total Fees Claimed              |         |         |                               |                               |             | 0.00          |                            |
| Total Disbursements Claimed     |         |         |                               |                               |             | 0.00          |                            |

### Time Entry - SIP9 Time & Cost Summary

R0025 - R2 Recruitment Limited All Post Appointment Project Codes From: 21/04/2017 To: 20/04/2021

| Classification of Work Function | Partner | Manager | Other Senior<br>Professionals | Assistants &<br>Support Staff | Total Hours | Time Cost (£) | Average Hourly<br>Rate (£) |
|---------------------------------|---------|---------|-------------------------------|-------------------------------|-------------|---------------|----------------------------|
|                                 |         |         |                               |                               |             |               |                            |
| Admin & Planning                | 9.90    | 0.80    | 26.00                         | 5.10                          | 41.80       | 9,732.50      | 232.83                     |
| Case Specific Matters           | 0.00    | 0.00    | 0.00                          | 0.00                          | 0.00        | 0.00          | 0.00                       |
| Creditors                       | 0.00    | 0.00    | 0.20                          | 0.00                          | 0.20        | 45.00         | 225.00                     |
| Investigations                  | 1.90    | 1.50    | 8.60                          | 0.00                          | 12.00       | 2,995.00      | 249.58                     |
| Pre Appointment                 | 0.00    | 0.00    | 0.00                          | 0.00                          | 0.00        | 0.00          | 0.00                       |
| Realisation of Assets           | 0.60    | 0.00    | 3.40                          | 2.10                          | 6.10        | 1,112.50      | 182.38                     |
| Trading                         | 0.00    | 0.00    | 0.00                          | 0.00                          | 0.00        | 0.00          | 0.00                       |
| Total Hours                     | 12.40   | 2.30    | 38.20                         | 7.20                          | 60.10       | 13,885.00     | 231.03                     |
| Total Fees Claimed              |         |         |                               |                               |             | 0.00          |                            |
| Total Disbursements Claimed     |         |         |                               |                               |             | 161.20        |                            |

### Time Entry - SIP9 Time & Cost Summary All Disbursements

R0025 - R2 Recruitment Limited From: 21/04/2017 To: 20/04/2021

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

| Transaction Date         | Type and Purpose  | Disbursement Category    | Amount        |
|--------------------------|---|--------------------------|---------------|
| 28/04/2017               | Statutory Advertising: Resolution for winding up 26630109 (20-04)   | Category 1               | 59.90         |
| 28/04/2017<br>30/01/2019 | Statutory Advertising: Appointment of Liquidator 26630117 (19-04)  Land Registry Search: Land Registry Search vclink://148100/1/1 | Category 1<br>Category 1 | 59.90<br>3.00 |
| 15/06/2018               | Photocopying and Stationery: Postage & Stationery   | Category 2               | 60.00         |
| 20/04/2020               | Photocopying and Stationery: Photocopying & Stationery 10 x 6 = £60   | Category 2               | 60.00         |
|                          |   | Total                    | 242.80        |

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