

CVA3

Notice of supervisor's progress report in voluntary arrangement



Companies House

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

1 Company details

Company number	0	8	9	3	9	1	5	2
Company name in full	Wessex Drawing Services Ltd							

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

2 Supervisor's name

Full forename(s)	Matthew
Surname	Dix

3 Supervisor's address

Building name/number	Cartergate House
Street	26 Chantry Lane
Post town	Grimsby
County/Region	North East Lincolnshire
Postcode	D N 3 1 2 L J
Country	

4 Supervisor's name^①

Full forename(s)	
Surname	

① **Other supervisor**
Use this section to tell us about
another supervisor.

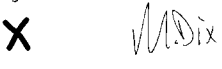
5 Supervisor's address^②

Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

② **Other supervisor**
Use this section to tell us about
another supervisor.

CVA3

Notice of supervisor's progress report in voluntary arrangement

6	Date of voluntary arrangement																
Date	^d	1	^d	0	^m	0	^m	5	^y	2	^y	0	^y	1	^y	8	
7	Period of progress report																
Date from	^d	1	^d	0	^m	0	^m	5	^y	2	^y	0	^y	2	^y	2	
Date to	^d	0	^d	9	^m	0	^m	5	^y	2	^y	0	^y	2	^y	3	
8	Progress report																
<input checked="" type="checkbox"/> I attach a copy of the progress report																	
9	Sign and date																
Supervisor's signature	Signature  X												X				
Signature date	^d	2	^d	6	^m	0	^m	6	^y	2	^y	0	^y	2	^y	3	

CVA3

Notice of supervisor's progress report in voluntary arrangement



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 Debra Smith

Company name Wilkin Chapman LLP

Address Cartergate House

26 Chantry Lane

Post town Grimsby

County/Region North East Lincolnshire

Postcode D N 3 1 2 L J

Country

DX

Telephone 01472 262626



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 and dated 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

**Voluntary Arrangement of
Wessex Drawing Services Ltd
Supervisor's Summary of Receipts & Payments**

Statement of Affairs £		From 10/05/2022 To 09/05/2023 £	From 10/05/2018 To 09/05/2023 £
	ASSET REALISATIONS		
355,000.00	Contributions	NIL	355,000.00
40,000.00	Lump Sums	NIL	40,000.00
		NIL	395,000.00
	OTHER REALISATIONS		
	Additional contributions	62,397.05	62,397.05
	Bank interest, gross	345.63	1,946.50
		62,742.68	64,343.55
	COST OF REALISATIONS		
	Agents'/Valuers' fees	NIL	180.00
	Nominee's fee	NIL	25,000.00
	Postage	NIL	35.20
	Specific bond	NIL	1,040.00
	Stationary	NIL	5.00
	Supervisor's fees	22,527.50	57,527.50
	Telephone/Fax/Printing	NIL	246.75
	Travel Costs	NIL	42.00
	Variation Fee	NIL	2,000.00
		(22,527.50)	(86,076.45)
	UNSECURED CREDITORS		
	HM Revenue & Customs	190,339.30	322,447.66
	Trade & expense	2,189.64	4,951.02
		(192,528.94)	(327,398.68)
395,000.00		(152,313.76)	45,868.42
	REPRESENTED BY		
	Estate Account		45,868.42
			45,868.42

**Wessex Drawing Services Ltd
(Company Voluntary Arrangement)**

Progress Report

**Matthew Dix
SUPERVISOR**

Contents

1. Executive Summary
2. Receipts and Payments
3. Ethics
4. The Supervisor's Fees and Expenses
5. Creditors' Claims and Dividends
6. Conclusion

Appendices

1. Statutory Information
2. The Supervisor's Receipts and Payments Account
3. Breakdown of the Supervisor's Time Costs
4. Charge-out Rates and Bases of Expenses
5. Full Details of Work Undertaken
6. Proof of Debt form
7. Full Charge Out Rates

Wessex Drawing Services Ltd (Company Voluntary Arrangement)
Annual Progress Report to 9 May 2023

1. Executive Summary

1.1 This report describes the progress of the CVA in the period 10 May 2022 to 9 May 2023 (“the Review Period”) and the prospects for the full implementation of the CVA.

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

Contributions and assets

Contribution / asset	Estimated to realise per CVA Proposal £	Realisations to date £	Anticipated future realisations £	Total anticipated realisations £
Contributions	355,000.00	355,000.00	0.00	355,000.00
Lump Sums	40,000.00	40,000.00	0.00	40,000.00
Additional contributions	-	62,397.05	Uncertain	Uncertain
Bank Interest, Gross	-	1,946.50	Uncertain	Uncertain

Expenses

Expense	Estimated per CVA Proposal £	Expense incurred to date £	Anticipated further expense to closure £	Total anticipated expense £
Supervisors fees	35,000.00	57,915.00	Uncertain	Uncertain
Solicitors’ fees	-	Uncertain	Uncertain	5,000.00
Variation fee	-	2,000.00	0.00	2,000.00
Agents fee	-	150.00	0.00	150.00
Postage	-	35.20	0.00	35.20
Other category 2 expenses	-	293.75	0.00	293.75

Dividend prospects

Creditor class	Distribution / dividend paid to date £	Anticipated distribution / dividend, based upon the above
Unsecured creditors	76.27p in the £	100p in the £

Summary of key issues outstanding

1.3 A formal notice of breach was issued against the Company on 3 February 2023. As the Company did not remedy the breach within 60 days the breach constituted a default of the CVA that cannot be remedied. As a result, the Supervisor has petitioned for the winding up of the Company and a hearing date of 11 July 2023 has been set.

Prospects for implementation

The Company has failed to meet its obligations under the CVA Proposal and a Notice of Non-Compliance has been issued. The Supervisor has petitioned for the winding up of the Company, therefore it appears there is no prospect of the CVA being implemented as originally envisaged.

2. Receipts and Payments

- 2.1** Attached at Appendix II is the Supervisors Receipts and Payments Account for the Review Period and for the CVA as a whole. The contents are in the main self-explanatory.
- 2.2** Under the terms of the CVA Proposal, the Company was required to contribute £355,000.00 over a forty-month period.
- 2.3** Contributions totalling £355,000.00 have been received since the commencement of the CVA and therefore the Company has met the requirement in relation to the payment of contributions. The Company has made two lump sum contributions totalling £40,000.00 in accordance with the terms of the proposal.
- 2.4** Due to HMRC's claim being higher than originally estimated, the contribution payments originally envisaged in the proposal are insufficient to meet the minimum dividend. Therefore, the Supervisor estimated that additional funds of £102,000.00 are required into the CVA for successful completion. However, no further payments are anticipated due to the winding up petition and the termination of the CVA.
- 2.5** There have been receipts into the CVA, these have been bank interest totalling £1,946.50 and additional contributions totalling £62,397.05 which is in line with the CVA terms.
- 2.6** The CVA terms also provide that the Supervisor conducts a review of the Company's trading accounts no more than three months before each anniversary with the primary objective of assessing whether the Company has generated any surplus that may be contributed to the CVA in addition to the regular payments. Due to the failure of the CVA, the accounts have not been provided.

2.7

- 2.7.1** On 6 October 2021, a formal notice of non-compliance was issued against the Company due to the Company falling more than 60 days into arrears in respect of monthly contributions. However, the payments were brought up to date and the Joint Supervisors withdrew their intention to commence winding up proceedings, upon the agreement from HMRC, being the majority creditor.
- 2.7.2** As detailed above, the Supervisor issued a further notice of breach to the Company on 3 February 2023 and as the breaches were not remedied within the specific time frame, a formal notice of non-compliance was issued against

the Company on 13 April 2023 and the Supervisor petitioned for the winding up of the Company.

- 2.8** In accordance with the CVA terms, Nominees fees of £25,000.00 have been drawn. Section 3 below provides information regarding the Supervisor's fees and expenses. The only other material expenditure will be Solicitor's fees, who have been instructed to issue a winding up petition against the company, in accordance with the terms of the CVA and its modifications.

3. Ethics

Please also be advised that the Supervisor is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment.

General ethical considerations

During the Review Period, no new threats to compliance with the Code of Ethics have been identified.

4. The Supervisor's Fees and Expenses

- 4.1** CVA terms provide that the Supervisor is remunerated on the basis of time properly incurred by him and his staff in the administration of the CVA at the Supervisor's standard charge-out rates applicable at the time. Appendix III provides a breakdown of the time costs between the grades of staff allocated to the administration of this matter and the charge out rates of the Supervisor and their staff are detailed in Appendix IV. During the Review Period, time costs totalling £13,785.00 have been incurred.
- 4.2** These time costs were incurred in carrying out the tasks listed in Appendix V of which the following were the most material:
- 4.2.1** Administration and Planning: complying with the statutory and regulatory duties as regards filing, maintaining records, managing a cash book and bank account, conducting periodic case reviews and drafting this progress report;
 - 4.2.2** Administration and Planning: issuing the Notice of Breach described above and monitoring the Company's remedial actions; issuing the Notice of Non-Compliance and petitioning for the winding up of the Company.
 - 4.2.3** Administration and Planning: monitoring and processing the Company's payment of voluntary contributions;
 - 4.2.4** Administration and Planning: pursuing delivery of the Company's trading accounts and carrying out a review of them;
 - 4.2.5** Creditors: responding to creditors' queries; logging creditors' claims and supporting information; maintaining the database as regards creditors' contact details and claims; and
 - 4.2.6** Creditors: adjudicating on all claims received and declaring the dividends set out below.
- 4.3** The attached breakdown shows that a significant proportion of the time costs incurred relate to Administration and Planning, which in the main relates to undertaking

statutory duties. Whilst these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the administration, which has ensured that the Supervisor and his staff have carried out their work to high professional standards. In addition, the time spent supervising the Company's compliance with the CVA terms and in reacting swiftly to the breach has increased the likelihood that the CVA will be implemented successfully.

- 4.4** The CVA Proposal disclosed that the Supervisor's fees for administering and completing the CVA were estimated to be £35,000.00. In view of the time costs incurred to date and the anticipated work to conclude the CVA, it is estimated that the final time costs of the Supervisor and his staff will be larger than this estimate due to the difficulties encountered and the additional work carried out, as described above.
- 4.5** An amended Statement of Insolvency Practice (SIP), SIP 9, was issued on 1 April 2021. The amended SIP 9 has changed some of the terminology and introduced additional disclosure requirements. The information below may therefore not reflect the information previously provided.
- 4.6** There were no category 1 expenses paid for in the period 10 May 2022 to 09 May 2023. The category 1 expenses incurred since appointment total £1,258.00 and are detailed at Appendix IV and represent payments to parties not associated with the firm, who have provided services or goods for the administration of the assignment.
- 4.7** There were no category 2 expenses for the period 10 May 2022 to 9 May 2023. The category 2 expenses incurred since appointment total £314.30. The basis of calculation of this category of expense was disclosed to creditors prior to their approval, which was given on 10 May 2018, and are also detailed at Appendix IV. Please note that some category 2 expenses that have previously been approved and their estimated costs or basis of their cost provided as part of the expenses estimate may not be discharged from the estate from 1 April 2021 and these are detailed at Appendix IV.
- 4.8** Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' together with the firm's charge-out rate and expenses policy can be found on the Creditors Portal which can be accessed by following this link <https://www.wilkinchapman.co.uk/business/insolvency>. A hard copy of both the Creditors' Guide and the firm's charge-out rate and expenses policy may be obtained on request.

Other professional costs

Associates

- 4.9** The Supervisor has instructed solicitors from Wilkin Chapman LLP, to assist in issuing a winding up petition against the Company and dealing with any associated application or claim by the Company or any third party, relating to such petition or winding up order made by such petition, this matter is ongoing as at the date of this report. Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and although no fees have been paid to solicitors as at the date of this report.

Wessex Drawing Services Ltd (Company Voluntary Arrangement)
Annual Progress Report to 9 May 2023

Wilkin Chapman LLP is an associate of the Supervisor's firm, and Matthew Dix (Supervisor) is a partner in Wilkin Chapman LLP. On 8 March 2023 creditors passed a resolution authorising the Supervisor to instruct Wilkin Chapman LLP.

5. Creditors' Claims and Dividends

5.1 In accordance with the CVA terms, a Notice to Submit Claims was issued to creditors on 15 May 2018 and notices of intended dividends were issued on 12 July 2019 and 6 January 2022.

5.2 The creditors' claims admitted for dividend purposes are summarised as follows:

Creditor	Claims received / admitted £
Unsecured creditors' claims	430,109.55
TOTAL	430,109.55

5.3 The dividend prospects as set out in the CVA Proposal were based on the creditors' claims estimated at that time totalling £323,283.33. Although the claims received to date are greater than the total listed in the CVA Proposal, it should be noted that the CVA terms require the Company to contribute sufficient funds to pay a dividend of 100p in the £.

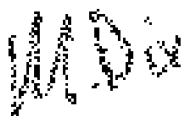
5.4 On 9 October 2019 a dividend of 42.54p in the £ was declared and paid to unsecured creditors, with the sum distributed being £134,869.74. An equalising dividend was paid to HMRC on 14 July 2022 upon receipt of their claim, with the amount distributed being £47,733.36. On 21 July 2022 a dividend of 33.73p in the £ was declared and paid to unsecured creditors, with the sum distributed being £144,795.58, bringing the total sum distributed to £327,398.68.

6. Conclusion

6.1 The Supervisor will continue to monitor the progress of the winding up petition, taking appropriate steps in line with the CVA terms where necessary.

Should you have any questions or queries regarding this report, please contact the Administrator dealing with this matter, Debra Smith on 01472 246666 or by email on debra.smith@wilkinchapman.co.uk.

Dated 3 July 2023



Matthew Dix
Supervisor

Wessex Drawing Services Ltd (Company Voluntary Arrangement)
Annual Progress Report to 9 May 2023

Matthew Dix (IP No.21492) and Gary Taylor (IP No.23230) are both authorised to act as Insolvency Practitioners by the Insolvency Practitioners Association, and are bound by the Insolvency Code of Ethics which can be found at: <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. Insolvency Practitioners acting as administrators or administrative receivers contract as agents and without personal liability. A copy of the privacy notice relating to the Insolvency Practitioners of Wilkin Chapman LLP can be found at www.wilkinchapman.co.uk. Wilkin Chapman LLP is registered in England and Wales under registered number OC343261. Registered Office: Cartergate House, 26 Chantry Lane, Grimsby, DN31 2LJ.

APPENDIX 1**Wessex Drawing Services Ltd (COMPANY VOLUNTARY ARRANGEMENT)****STATUTORY INFORMATION**

Company Name	Wessex Drawing Services Ltd
Previous Names	
Proceedings	Company Voluntary Arrangement
Court	Leeds Business and Property Court
Court Reference	2018-343 of
Date of Appointment	10 May 2018
Supervisor	Matthew Dix
Registered Office Address	1 Horsefair Mews, Horsefair Mews, Romsey, England, SO51 8JG
Company Number	08939152
Change in Office Holder	On 19 March 2021 Karen Tracy Potts was replaced by Matthew Dix of this firm, as Joint Supervisor, following an order of the High Court in proceedings entitled CR-2021-000463. Ian Michael Rose was removed as Joint Supervisor, following an order of the High Court, dated 18 July 2022, in proceedings entitled CR-2022-002064.

APPENDIX 2

The Supervisor's Receipts and Payments Account

Wessex Drawing Services Ltd
(Under a Company Voluntary Arrangement)
SUPERVISOR'S RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 10/05/2022 To 09/05/2023 £	From 10/05/2018 To 09/05/2023 £
RECEIPTS			
Contributions	355,000.00	0.00	355,000.00
Lump Sums	40,000.00	0.00	40,000.00
Bank interest, gross		345.63	1,946.50
Additional contributions		62,397.05	62,397.05
		<u>62,742.68</u>	<u>459,343.55</u>
PAYMENTS			
Specific bond		0.00	1,040.00
Nominee's fee		0.00	25,000.00
Supervisor's fees		22,527.50	57,527.50
Variation Fee		0.00	2,000.00
Agents'/Valuers' fees		0.00	180.00
Telephone/Fax/Printing		0.00	246.75
Postage		0.00	35.20
Travel Costs		0.00	42.00
Stationary		0.00	5.00
Trade & expense		2,189.64	4,951.02
HM Revenue & Customs		190,339.30	322,447.66
		<u>215,056.44</u>	<u>413,475.13</u>
Net Receipts/(Payments)		<u>(152,313.76)</u>	<u>45,868.42</u>
MADE UP AS FOLLOWS			
Estate Account		(152,313.76)	45,868.42
		<u>(152,313.76)</u>	<u>45,868.42</u>

APPENDIX 3

Breakdown of the Supervisor's Time Costs

Time Entry - Detailed SIP9 Time & Cost Summary

WK1CA - Wessex Drawing Services Ltd
From: 10/05/2022 To: 09/05/2023
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	2.80	17.00	0.35	1.60	21.75	5,287.50	243.10
CR-CRED : Creditors & Distributions	2.10	5.90	0.00	0.00	8.00	2,130.00	266.25
IN-INV : Investigations	0.00	0.60	0.00	0.00	0.60	165.00	275.00
RA-FLTC : Asset Realisations / Contributions	0.00	0.40	0.00	0.00	0.40	110.00	275.00
S3-STAT : Statutory & Compliance	8.60	6.90	7.00	0.00	22.50	6,092.50	270.78
Productive Time	13.50	30.80	7.35	1.60	53.25	13,785.00	258.87
Total Hours	13.50	30.80	7.35	1.60	53.25	13,785.00	258.87
Total Fees Claimed						57,527.50	

Time Entry - Detailed SIP9 Time & Cost Summary

WK1CA - Wessex Drawing Services Ltd
To: 09/05/2023
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	8.90	38.55	44.58	19.80	111.83	23,046.50	206.09
CR-CRED : Creditors & Distributions	6.80	14.80	22.47	4.55	48.62	10,399.75	213.90
IN-INV : Investigations	0.00	0.60	0.00	0.00	0.60	165.00	275.00
RA-FLTC : Asset Realisations / Contributions	3.40	8.85	12.15	3.70	28.10	6,195.00	220.46
S3-STAT : Statutory & Compliance	22.00	18.20	31.35	0.00	71.55	18,108.75	253.09
Productive Time	41.10	81.00	110.55	28.05	260.70	57,915.00	222.15
Total Hours	41.10	81.00	110.55	28.05	260.70	57,915.00	222.15
Total Fees Claimed						57,527.50	

Time Entry - SLP9 Time & Cost Summary

Category 2 Disbursements

WK1CA - Wessex Drawing Services Ltd
All Post Appointment Project Codes
To: 09/05/2023

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	Amount
07/03/2018	Stationery: Stationery	5.00
15/05/2018	Postage: POSTAGE	10.66
15/05/2018	Fax and Printing: PRINTING	22.35
11/05/2018	Postage: POSTAGE	1.64
11/05/2018	Fax and Printing: PRINTING	194.40
20/04/2018	Travel Costs: COURIER CHARGES	42.00
17/10/2018	Postage: POSTAGE	0.41
09/04/2019	Postage: Postage	0.86
19/06/2019	Postage: Postage	3.01
12/07/2019	Postage: Postage	6.40
19/06/2019	Fax and Printing: Printing	7.65
12/07/2019	Fax and Printing: PRINTING	9.60
12/09/2019	Postage: Postage	2.40
12/09/2019	Postage: Postage	0.80
09/10/2019	Postage: POSTAGE	2.00
13/12/2019	Postage: Postage	0.80
14/02/2020	Postage: Postage	8.61
25/02/2020	Postage: POSTAGE	0.41
14/02/2020	Fax and Printing: PRINTING	6.75
05/06/2020	Fax and Printing: Printing	8.40
04/09/2020	Fax and Printing: Printing	3.00
28/09/2020	Fax and Printing: Printing	2.10
08/06/2021	Fax and Printing: PRINTING	1.65
06/10/2021	Fax and Printing: PRINTING	11.40
Total		352.30

APPENDIX 4

Charge-out Rates and Bases of Expenses

Below are details of the Supervisor's expenses for the period under review and the total to date.

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 Expenses				
Legal Costs		Uncertain	Uncertain	
Bonding	-	-	£1,040.00	
Agents Fees	-	-	£180.00	
Postage	-	-	£38.00	
Total Category 1 Expenses			£1,250.00	
Category 2 Expenses				
Travel / Mileage	-	-	£42.00	
Stationary	-	-	£5.00	
Telephone / Printing / Fax	-	-	£267.30	
Total Category 2 Expenses	-	-	£314.30	

Current Charge-out Rates for the firm

Time charging policy

Support staff do charge their time to each case.

Support staff include cashier, secretarial and administration support.

The minimum unit of time recorded is 6 minutes.

Staff	Charge out rates £
Insolvency Practitioner/Partners	375
Manager	275
Assistant Manager	225
Senior Administrator	200
Administrator	175
Cashier	150
Assistants and Support Staff	100

APPENDIX 5

Full Details of Work Undertaken

General Description	Includes
Administration and Planning	
Statutory	Filing of documents to meet statutory requirements
Document maintenance/file review/checklist	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Creditor reports	Preparing annual progress reports to creditors and other parties
Communication with creditors if variation of proposal required	Preparation of notices, proxies/voting forms, report and proposed variation(s) to all creditors Collate and examine proofs and proxies/votes to conclude proposed variation(s) Where relevant, preparation of meeting file and draft minutes of meeting Responding to queries and questions regarding proposed variation(s) Issuing notice of result
Realisation of Assets	
Contributions	Monitoring the Company's compliance with the terms of the CVA and taking necessary steps in the event of any delayed compliance with, or breaches of, the terms Periodic review of amount of contribution
Other terms of the proposal	Reviewing quarterly/annual management accounts Liaising with Director and HMRC about finalisation of the pre appointment tax position of the company Monitoring compliance with the terms of the VA
Creditors	
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator Finalising pre appointment tax position
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of proofs of debt Receipt of proofs of debt Adjudicating on claims
Dividend procedures	Paying a distribution to pre moratorium/preferential/secondary preferential or unsecured creditors The process below will need to be applied for each class of creditor paid: Preparation of correspondence to creditors advising of intention to declare distribution Preparation of distribution calculation Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution Preparation of correspondence to creditors enclosing payment of distribution

APPENDIX 6

Proof of Debt form

PROOF OF DEBT - GENERAL FORM

WESSEX DRAWING SERVICES LTD (Company Voluntary Arrangement)

DETAILS OF CLAIM - Relevant Date: 10 May 2018		
1.	Name of Creditor (if a company, its registered name)	
2.	Address of Creditor (i.e. principal place of business)	
3.	If the Creditor is a registered company: <ul style="list-style-type: none"> For UK companies: its registered number For other companies: the country or territory in which it is incorporated and the number if any under which it is registered The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act 	
4.	Total amount of claim, including any Value Added Tax, as at the relevant date, less any payments made after this date in relation to the claim, any deduction under R14.20 of the Insolvency (England & Wales) Rules 2016 and any adjustment by way of set-off in accordance with R14.24 and R14.25	£
5.	If the total amount above includes outstanding uncapitalised interest, please state	YES (£) / NO
6.	Particulars of how and when debt incurred	
7.	Particulars of any security held, the value of the security, and the date it was given	
8.	Details of any reservation of title in relation to goods to which the debt relates	
9.	Details of any document by reference to which the debt can be substantiated. Please attach detailed Statement of Account.	
10.	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986	Category Amount(s) claimed as preferential £
AUTHENTICATION		
Signature of Creditor or person authorised to act on his behalf		
Name in BLOCK LETTERS		
Date		
If signed by someone other than the Creditor, state your postal address and authority for signing on behalf of the Creditor		
Telephone Number		
Email Address		
Are you the sole member of the Creditor?		YES / NO

APPENDIX 7

EXPENSES AND CHARGEOUT RATES EFFECTIVE FROM 1 APRIL 2021

Expenses

Definitions

Category 1 - approval not required - specific expenditure that is directly related to a particular insolvency case, where the cost of the expense incurred is referable against an independent external supplier's invoice or published tariff of charges.

Category 2 - approval required - all other items of expenditure. Which cannot, or cannot easily, be directly related to a particular insolvency case because there is an element of shared or allocated cost, and/or where the cost of the expense incurred is an estimated, utilised cost with the estimate based on external costs or opportunity costs.

Charging Policy of Wilkin Chapman LLP

Category 1 expenses are recharged to the particular insolvency case at the rate incurred by Wilkin Chapman LLP and as they are incurred.

Category 2 expenses, the following items are recharged at the following rates:

- Where meeting rooms of Wilkin Chapman LLP are used for the purpose of statutory meetings of creditors the room hire is recharged to the individual insolvency case at £150 per meeting. (Not applicable from 1 April 2021)
- Car mileage is recharged to the individual insolvency case at the rate of 45p per mile.
- The storage of books and records (when not charged as a Category 1 expense) is recharged at the rate of £1.50 per box per month. (Not applicable from 1 April 2021)
- With effect from 1 April 2021 the Office Holder(s) reserve the right to recharge the costs incurred for offsite storage of books and records, currently 5p per box, per week. In addition, a recharge may occur for the collection and return of the books and records.
- The Office Holder(s) also reserve the right to recharge the costs incurred for the destruction of the books and records upon their release, currently £1.70 per box.
- Printing and photocopying is charged at 15p per sheet.
- Faxes are charged at 50p per sheet.
- IPS computer charge £6.25 per month, up to a maximum of £200 per case. (Not applicable from 1 October 2018).
- Stationery charged at £5.00 per file.

Chargeout Rates

The hourly rates for the different levels of staff are shown below:

Insolvency Practitioner	£375
Manager	£275
Assistant Manager	£225
Senior Administrator	£200
Administrator	£175
Cashier	£150
Assistants and Support Staff	£100

Time is charged to the individual insolvency case in 6 minute units.

Please note that the above expenses and chargeout rates are the same as they were for Silke & Co Limited and have not changed since 1 October 2013, with the exception of the rate of the Insolvency Practitioner which increased from £350 on 1 April 2020.

Wilkin Chapman LLP

Charging Policy

Chargeout Rates

The officeholder has overall responsibility for the administration of the estate. The officeholder will be assisted by other members of staff in the insolvency case administration team, to whom tasks will be delegated. It is the officeholder's policy to ensure that work undertaken is carried out by the appropriate grade of staff required for each task, having regard to its complexity, skill and experience actually required to perform it.

There are various grades of staff working in the officeholder's case administration team, and each grade is allocated an hourly charge out rate which is reviewed from time to time. Time spent by insolvency practitioners and all staff in relation to the insolvency estate is charged to the estate and is subject to VAT at the applicable rate, where appropriate. The minimum unit of time recorded is 6 minutes, and time is charged at the rates prevailing at the time the work is done.

Wilkin Chapman LLP's charge out rates are reviewed periodically, and the current hourly charge out rates, which are effective from 1 March 2022, are set out in the table below:

Grade	Rate (£)	Previous Rate (£)
Insolvency Practitioner	375	375
Senior Manager	300	-
Manager	275	275
Assistant Manager	250	225
Senior Administrator	200	200
Administrator	175	175
Cashier/Trainee Administrator	150	150
Assistants and Support Staff	100	100

Expenses

Expenses are payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder, and then reimbursed to the office holder from the estate.

There are two categories of expense:

Category 1 expenses: These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. Category 1 expenses can be paid without prior approval.

Category 2 expenses: These 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.

The following Category 2 expenses will be charged to a case, subject to creditor approval.

- Car Mileage – Charged at the rate of 45 pence plus VAT per mile

Payments to Associates

Any payments made by the office holder to associates must be disclosed and approved in the same manner as the office holder's remuneration or category 2 expenses.

Where the office holder instructs solicitors from Wilkin Chapman LLP, their charges will be calculated by reference to time spent dealing with the matter, at their prevailing hourly rates plus VAT and disbursements. The relevant hourly rates are set out in the table below. Where Wilkin Chapman LLP are instructed by the officeholder to deal with any debt collection work, their fees will be calculated on the basis of 15% of realisations, plus VAT and disbursements.

Grade	Applicable Hourly Rates (£)
Senior Solicitor/Partner	250-300
Solicitor	146-250
Trainee Solicitors/Paralegals	112-146

Legal disbursements

Where solicitors are instructed, they may incur disbursements which will be recharged as a disbursement to the insolvent estate at cost. Such disbursements likely to be incurred, and the basis of their charge, are summarised (but not limited to) the following:

- Counsel fees charged at time costs plus VAT at the prevailing rate.
- Court fees at cost.
- Car Mileage – charged at the rate of 45 pence plus VAT per mile.
- Search fees charged at cost plus VAT.
- Telegraphic Transfer Fee – charged at the rate of £25 plus VAT per transfer.

In certain circumstances where contentious litigation is required the Liquidator may be required to obtain insurance to protect the Company against any adverse cost orders. Such premiums would be paid as an expense of the winding-up from the proceeds of any recoveries achieved.

In such circumstances, and given the inherent risk of litigation, Solicitors and Counsel may require the Liquidator, acting on behalf of the Company, to enter into a conditional fee arrangement. The fees proposed on such arrangements shall be on an enhanced time basis.