

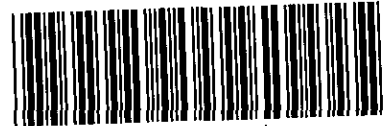
LIQ03

Notice of progress report in voluntary winding up



Companies House

SATURDAY



A18 *A83RBL1* #172
20/04/2019
COMPANIES HOUSE

1 Company details

Company number 09073420
Company name in full D & L STRUCTURAL STEEL LIMITED

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

2 Liquidator's name

Full forename(s) JOHN WILLIAM
Surname BUTLER

3 Liquidator's address

Building name/number THE CHAPEL
Street BRIDGE STREET
Post town DRIFFIELD
County/Region EAST YORKSHIRE
Postcode YO266DA
Country UK

4 Liquidator's name ①

Full forename(s) ANDREW JAMES
Surname NICHOLS

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

5 Liquidator's address ②

Building name/number THE CHAPEL
Street BRIDGE STREET
Post town DRIFFIELD
County/Region EAST YORKSHIRE
Postcode YO266DA
Country UK

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

LIQ03

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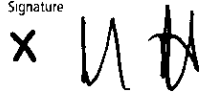
6 Period of progress report

From date	^d 1	^d 2	^m 0	^m 3	^y 2	^y 0	^y 1	^y 8	
To date	^d 1	^d 1	^m 0	^m 3	^y 2	^y 0	^y 1	^y 9	

7 Progress report

<input checked="" type="checkbox"/> The progress report is attached	
---	--

8 Sign and date

Liquidator's signature	<div>Signature</div> <div>  </div>	
Signature date	^d 1 ^d 7 ^m 0 ^m 4 ^y 2 ^y 0 ^y 1 ^y 9	

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

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone



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

D & L STRUCTURAL STEEL LIMITED – IN LIQUIDATION

Annual Progress Report

Statutory information

Company number: 09073420
Name of company: D&L Structural Steel Limited
Previous name(s) of company (if any): None
Trading name / style under which: As above

- Company carried on business and
- Any debt owed to a creditor was incurred

Type of Liquidation: Creditors Voluntary Liquidation
Address of Registered office: The Chapel, Bridge Street, Driffield, YO25 6DA
Principal trading address: Suite 5 189 Kingston Road, Willerby, HU10 6AN
Liquidator(s) name(s), address(es) and contact number: J W Butler and A J Nichols of Redman Nichols Butler, The Chapel, Bridge Street, Driffield, East Yorkshire, YO25 6DA
T: 01377 257788
Office holder number(s): 9591 & 8367
Date of appointment: 12 March 2018
Is there a liquidation committee? No

Administration (including statutory reporting)

The work undertaken which is classified as Administration for the period of this report is summarised below;

Case Management

- case set-up, record-keeping, completion of checklists, periodic case reviews

Statutory and Compliance

- case bonding; Companies House filings and returns; advertising of notices
- preparation and delivery of periodic reports to creditors and other stakeholders

Cashiering

- arrange banking facilities; monthly account reconciliations; general cashiering preparation and maintenance of cashbook and receipts and payments account

This work does not produce any direct financial benefit for creditors but is required by statute and best practice guidelines.

Asset realisations

The work undertaken which is classified as Asset realisations is summarised below;

Asset	Estimated to realise per statement of affairs (£)	Actual realisations to date (£)	Comments
Book debts	60,930		Following collection of book debts and after payment of their charges and costs Bibby passed the surplus held to the liquidation estate. In addition there are two customer accounts still to be resolved; steps are being taken to collect debts of £17,217 and £31,424.
Less Bibby	<u>(41,775)</u>		
	<u>19,155</u>	47,720	
Chattel assets /fixtures and fittings	100	0	The company owned a computer which was held by the director at his home. As the computer was of little realisable value and the agent appointed was not able to contact the director it has been decided that it is not commercially worthwhile to pursue the matter and no further action is to be taken in this regard.
Bank interest	n/a	50	Monies held in the liquidation estate bank account have earned interest.

This work will produce financial benefit for creditors and is required by statute and best practice guidelines.

Statement of Insolvency Practice 13 – Transactions with connected parties

Statement of Insolvency Practice 13 provides that I am required to disclose to creditors and members at the first available opportunity after my appointment any transactions with connected parties. In this case with exception of the position regarding the computer (as detailed above) there have been no such transactions.

Investigations

Statement of Insolvency Practice 2 – Investigations by office holders

I am carrying out the liquidator's duty to investigate the affairs of the company to that extent necessary to comply with best practice as provided by the provisions of Statement of Insolvency Practice 2 entitled "Investigations by office-holders in administrations and insolvent liquidations".

Pursuant to that duty, to date, no matters have come to my attention which warrant further investigation or action being taken.

Company Directors Disqualification Act 1986

I have complied with my duties under the provisions of the Company Directors Disqualification Act 1986. However, I am not able to disclose to creditors the content of my report.

Work completed within this category also includes;

- obtaining and reviewing of the books and records
- invite and review concerns / matters raised by the creditors regarding the director(s) conduct.

This work does not produce any direct financial benefit for creditors but is required by statute and best practice guidelines.

Creditors (claims and distributions)

The work undertaken which is classified as Creditors for the period of this report is summarised below

- processing 4 employee claims / liaising with the employees
- reviewing company records to submit RP14 and RP14a forms to the Redundancy Payments Office
- Liaising with the Redundancy Payments Office about the employee claims.
- general communication with creditors
- dealing with creditor claims submitted to date

Creditors are advised that the company's statement of affairs did not detail any employee claims other than that owing to the director, so work in this regard was not anticipated at the start of the process.

This work will produce financial benefit for creditors and is required by statute and best practice guidelines.

Costs and expenses of the liquidation

Remuneration of office holders

A creditors' guide to an Insolvency Practitioner's fees is available at www.creditorinsolvencyguide.co.uk or www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees. A copy of the creditors' guide to Redman Nichols Butler fees and expenses is attached to this report which details my firm's current charge out rates.

Basis of amount of remuneration, who agreed that basis and when

At the meeting of creditors held on 12 March 2018, the creditors resolved that the liquidators' fees be based on the time spent by them and their staff in dealing with all aspects and matters of the case, including those undertaken at the request of the creditors and that they be at liberty to draw fees in accordance with that resolution without further reference to creditors.

My firm's time costs in administering this case

My firm's time costs to date in dealing with the proper administration of this liquidation total £14,816 and for the period of this report total £14,111. An estimated analysis by reference to the types of work carried out on this liquidation is attached to this report.

The narrative above provides a brief description of the type of work involved in each category.

Fee estimate

When seeking approval for my firm's remuneration, I provided creditors with details of the estimated costs of the liquidation. The fee estimate previously provided to creditors is attached to this report at Appendix 1. The fee estimate also includes a narrative of work which was anticipated to be undertaken.

The office holders' remuneration cannot exceed the total amount set out in the fee estimate without further approval from creditors. In this case the fee estimate for dealing with the post appointment matters on this case was £24,461.59.

Attached to this report is an analysis comparing the fee estimate with the actual time costs incurred on the liquidation to date.

Funds drawn to date on account of remuneration

I advise that, to date, I have drawn £11,000 in respect of my firm's remuneration.

Variances from fee estimate

At this point in time I do not expect my firm's remuneration to exceed the original fee estimate.

Convening costs

At the first meeting of creditors held on 12 March 2018, the creditors resolved that the fees of my firm and Dexter and Sharpe for assistance in convening the meeting of creditors and preparing the directors' statement of affairs were to be based on time costs at our respective firms' current charge out rates plus expenses plus VAT properly incurred.

My firm's time costs in attending to those instructions and how these costs were incurred are shown as follows;

Grade of staff	Hours / Minutes	Rate (£)	Value (£)
Partner	13/42	305	4,179
Manager	9/40	254	2,454
Administrator	1/0	166	166

Support staff	1/30	97	146
Total/Average	25/52	268	6,945

The fee estimate previously provided to creditors showed that my firm's convening costs would be £6,717.57.

In accordance with the resolution, my firm has received £6,717.57 plus VAT.

The convening costs of my firm have slightly exceeded the original fee estimate, however no further funds are to be drawn in this regard.

Dexter and Sharpe has received £3,750 from the liquidation estate.

Redman Nichols Butler expenses

The fee estimate at Appendix 1 provides creditors with details of the estimated costs of the liquidation.

Attached to this report is a breakdown of the expenses incurred on behalf of the liquidation estate. To date, I have recovered £387.34 plus VAT in respect of these disbursements.

I do not expect to exceed the original estimate in this regard.

Professionals engaged to assist the liquidator to carry out his duties

The following professionals have been engaged to assist me in carrying out my duties in this case: -

Firm	Estimated costs (£)	Costs incurred to date (£)	Costs paid to date (£)	Basis of those fees	Brief description of work carried out & reasons for costs exceeding estimate	Basis of review of reasonableness of fees
HM Revenue & Customs	n/a	920	920	Not known	Petitioning creditor's costs	Reasonable
LCF Law	n/a	575	575	Time costs	Legal costs regarding the dismissal of the winding up petition	Reasonable

Creditors' request for further information

Within 21 days of receipt of this report: -

- i) a secured creditor; or
- ii) a unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question); or

with the permission of the court upon an application made within the 21 days any unsecured creditor may make a request in writing to the liquidator for further information about remuneration or expenses set out in the draft report.

The liquidator must, within 14 days of receipt of the request, respond accordingly.

Right of challenge

If a creditor believes that the office holders' remuneration is, in all the circumstances excessive, the basis inappropriate, or the expenses incurred by the office holder are, in all the circumstances, excessive he may, provided certain conditions are met, apply to the court.

The application to court may be made by:

- Any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the creditors (including that creditor) or the permission of the court

The application must, subject to any order of the court, be made no later than 8 weeks (or, in a case where a creditors' meeting to is convened to receive a liquidator's resignation, 4 weeks) after receipt by the applicant of the report which first reports the charging of the remuneration or the incurring of the expenses in question.

Outcome for creditors

The prescribed part and Secured creditor

Where a floating charge is created after 15 September 2003 a prescribed part of the company's net property shall be made available to unsecured creditors.

In this case as anticipated, the secured creditor's claim was discharged in full, paid from book debt recoveries and consequently there will be no prescribed part in this Liquidation.

Preferential creditors

There are no preferential unsecured creditors in this case.

Dividend prospects for non-preferential unsecured creditors

A dividend to the non-preferential unsecured creditors is expected in this matter. The joint liquidators are therefore logging this class of creditors' claims upon receipt with the intention of agreeing them in due course. Any creditor who has yet to submit a claim should do so by completing and returning the attached form.

EU REGULATIONS (whether proceedings are main proceedings or territorial)

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

Summary of outstanding issues

The following outstanding matters that are preventing this case from being closed:

- Resolution of the debtor ledger
- Agreement of non preferential unsecured creditors' claims
- Payment of a dividend to non preferential creditors
- Housekeeping and closure matters

Closure

Based on current information, it is anticipated that the liquidation will be concluded within the next 12 months at which stage a further report will be published.

In the meantime, should any creditor require any further information please contact our Driffield office.



J W Butler
Joint Liquidator
17 April 2019

D&L Structural Steel Limited - in

liquidation

Receipts and payments account for the period 12 March 2018 to 11 March 2019 and for the liquidation to date

	12/3/2018 to 11/3//2019 £	12/3/2019 to 17/4/2019 £	Total £
Receipts			
Book debt surplus	47,720	0	47,720
Bank interest	50	0	50
Total receipts	47,770	0	47,770
Payments			
Agents costs			0
Statement of affairs costs	3,750	0	3,750
Convening costs and expenses	7,001	0	7,001
Corporation tax	0	9	9
Office holders remuneration	5,000	6,000	11,000
office holder expenses	387	0	387
Petition costs	1,495	0	1,495
VAT- recoverable		1,200	1,200
Total payments	17,633	7,209	24,842
Balance in hand	30,137	(7,209)	22,928

Time & Chargeout Summaries

From ~~17 Nov~~ 2019 to 17 Apr 2019

D&L Structural Steel Ltd

Classification of work function	ESTIMATED			ACTUAL		
	Total Hours	Time Cost	Average Hourly Rate	Total Hours	Time Cost	Average Hourly Rate
		£	£		£	£
Administration and planning	37.45	7,900.08	210.95	32.02	7,374.65	230.34
Investigations	15.75	3,742.99	237.65	4.88	1,310.93	268.45
Realisation of assets	49.00	11,751.18	239.82	9.05	2,326.77	257.10
Trading	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	5.07	1,067.35	210.66	20.23	3,804.07	188.01
Total	107.27	24,461.59		66.18	14,816.42	

Category 1 & 2 Disbursements

Type & Purpose	ESTIMATED	ACTUAL
Category 1 - Advertising	205.50	149.50
Category 2 - Archive Boxes	100.00	5.00
Category 1 - Bordereau	189.60	189.60
Category 2 - Postage	18.90	16.24
Category 2 - Printing & Photocopying	21.00	27.00
Total	535.00	387.34

From 12 Mar 2018 to 11 Mar 2019

HOURS							
Classification Of work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	7.50	11.25	1.58	8.40	28.73	6,712.04	233.60
Investigations	1.38	3.50	0.00	0.00	4.88	1,310.93	268.45
Realisation of Assets	0.55	8.33	0.00	0.00	8.88	2,284.43	257.16
Creditors	0.95	5.00	6.03	8.25	20.23	3,804.07	188.01
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fees Claimed £	3,166.91	7,133.20	1,721.36	2,090.00		14,111.47	
Total Hours	10.38	28.08	7.62	16.65	62.73		
Average Rate	305.00	254.00	226.00	125.53			

CATEGORY 1 + 2 DISBURSEMENTS

Type & Purpose			Amount £
14/06/2018	Category 1 - Bordereau	Bordereau Increase	72.00
17/05/2018	Category 1 - Bordereau	Bordereau	52.80
27/03/2018	Category 2 - Archive Boxes	Archive boxes	5.00
29/03/2018	Category 2 - Printing & Photocopying	Notice of Appointment	27.00
29/03/2018	Category 2 - Postage	Notice of Appointment	16.24
11/10/2018	Category 1 - Bordereau	Bordereau increase	72.00
19/04/2018	Category 1 - Advertising	Appointment of Liquidator & Resolution Notice	149.50
19/04/2018	Category 1 - Bordereau	Bordereau	64.80
09/11/2018	Category 1 - Bordereau	Adjustment to correct mis-posting	4.00
09/11/2018	Category 1 - Bordereau	To credit duplicate bordereau increase	(76.00)
			387.34

CASE NAME: D & L Structural Steel Limited

Introduction

When an office holder (liquidator / administrator / trustee) seeks fee approval, it is a requirement for the office holder to also provide the following information to creditors;

- the work the office holder anticipates will be done,
- why the work is necessary and
- the anticipated cost of that work, including any expenses expected to be incurred in connection with it.

Anticipated work in connection with this case

The type of work which will be undertaken on this case can be broken down into the work which will be undertaken pre-appointment and the work which will be undertaken following the appointment.

Pre-appointment fee

Detailed below is the work which will be undertaken prior to the appointment:-

- Meeting and liaising with directors to obtain the relevant information
- Processing of creditor information to be able to send notices
- Processing of company and shareholder information
- Liaising with directors on convening the decision process
- Sending notices to creditors together with all supporting documentation required
- Liaising with directors to assess the assets of the company
- Instructing agents where appropriate to provide current valuation of assets
- Reviewing filed and management accounts
- Reviewing the liabilities of the company
- Finalising the statement of affairs with the directors
- Preparation of the documents for the decision process

Set out below is the anticipated costs of the which will be undertaken prior to the appointment. This estimate has been determined by analysing the costs of similar cases dealt with by Redman Nichols Butler and also applying the facts specific to this case.

Classification of work function	Total hours	Time cost (£)	Average hourly rate (£)
Administration	28.27	6,717.57	237.65
Total	28.27	6,717.57	

The estimated time costs for dealing with the pre-appointment work on this case are £6,717.57.

Why is this work necessary and is this work likely to produce financial benefit to creditors?

This work is required by statute and by the best practice guidelines given to office holders and it is unlikely that it will produce any financial benefit to creditors.

Details of the disbursements and expenses which are likely to be incurred on this case prior to the appointment

The guide to the fees and disbursements charged by Redman Nichols Butler sets out the definition of Category 1 & 2 disbursements. The rates at which the Category 2 disbursements are charged are also disclosed within this guide.

In this case the disbursements which are likely to be incurred prior to the appointment are;

Type & Purpose	Estimated cost (£)
Travel	0
Printing and photocopying	42
Postage	37.80
Advertising	68.50
Room hire	0

In this case the expenses which are likely to be incurred are;

Type & Purpose	Estimated Costs (£)	Anticipated basis of instruction	Brief description of work to be carried out
Accountants	2,000	Time cost	<i>Preparation of statement of affairs</i>

Office holders' fees / expenses following appointment

A description of the type of work undertaken once following the appointment of an office holder can be broken down into the following categories;

Administration (including statutory reporting)

Case Management

- case set-up, record-keeping, completion of checklists, periodic case reviews
- devising an appropriate strategy for dealing with the case and giving instructions to staff to undertake the work on the case
- dealing with all routine correspondence and emails relating to the case
- undertaking periodic reviews of the progression of the case

Statutory and Compliance

- case bonding and periodical review of case bonding
- Companies House filings and returns
- advertising of notices
- preparation and delivery of periodic reports to creditors and other stakeholders
- *convening and holding General Meetings of creditor and members (as applicable)*
- completion and submission of post appointment corporation tax returns
- completion and submission of post appointment VAT returns
- Seeking clearance from HMRC and other relevant parties

- corresponding with HMRC in relation to cessation of PAYE and VAT schemes
- initial and final reporting to creditors

Cashiering

- arrange banking facilities
- monthly account reconciliations
- general cashiering
- preparation and maintenance of cashbook and receipts and payments account

Realisation of Assets

- liaising with the company's bank regarding the closure of the account
- liaising with and chasing debtors
- dealing with contractual debtors
- liaising with secured creditor

Investigations

- obtaining and reviewing of the books and records
- invite and review concerns / matters raised by the creditors regarding the director(s) conduct.
- Reviewing the books and records to identify any transactions or actions the office holder may take against a third party in order to recover funds for the benefit of creditors
- the general investigation required towards the submission of returns pursuant to the Company Directors Disqualification Act 1986
- submission of returns pursuant to the Company Directors Disqualification Act 1986
- carrying out initial investigations with a view to identifying any potential asset recoveries by seeking and obtaining such information from the company's accountants, solicitors, bank or other third party

Creditors (claims and distributions)

- dealing with correspondence / emails / telephone calls with creditors relating to their claims
- maintaining up to date creditor information
- issuing a notice of intended dividend to creditors and advertising the notice
- reviewing claims received from creditors, adjudicating on them and formally admitting the for payment of a dividend
- requesting additional information from creditors to support their claims
- calculating and paying a dividend to creditors and issuing the notice of declaration of dividend
- dealing with any ROT claims

Trading (where applicable)

- n/a

Case Specific Matters (where applicable)

- n/a

Why is this work necessary and is this work likely to produce financial benefit to creditors?

Category	Is this work likely to produce financial benefit to creditors? (Yes / No)	Why is this work necessary?
Administration (including statutory reporting)	No	This work is required by statute and by the best practice guidelines given to office holders.
Realisation of Assets	Possibly	As above
Investigations	No	As above
Creditors (claims and distributions)	Possibly	As above
Trading (where applicable)	N/A	N/A
Case Specific Matters (where applicable)	N/A	N/A

What are the anticipated costs associated with this work?

Fee estimate

Set out below is the anticipated costs of the office holders' fees in connection with this case. This estimate has been determined by analysing the costs of similar cases dealt with by Redman Nichols Butler and also applying the facts specific to this case.

Classification of work function	Total hours	Time cost (£)	Average hourly rate (£)
Administration	37.45	7,900.08	210.95
Realisation of Assets	49.00	11,751.18	239.82
Investigations	15.75	3,742.99	237.65
Creditors	5.07	1,067.34	210.66
Trading	0	0	0
Case specific matters	0	0	0
Total	107.27	24,461.59	219

The estimated time costs for dealing with this case are £24,461.59.

Details of the disbursements and expenses which are likely to be incurred on this case

The insolvent estate will incur disbursements and expenses.

In this case the disbursements which are likely to be incurred are;

Type & Purpose	Estimated cost (£)
Travel	0
Printing and photocopying	21.00
Postage	18.90
Archive boxes	100.00
Advertising	205.50
Bordereau	189.60
Room hire	0

In this case the expenses which are likely to be incurred are;

Type & Purpose	Estimated Costs (£)	Anticipated basis of instruction	Brief description of work to be carried out
HMRC	uncertain	-	<i>Corporation Tax</i>
Agents	-	-	-
Accountants	2,000	Time costs	<i>Preparation of accounts and submission of outstanding HMRC returns</i>

Creditors' request for further information

A creditor's guide to the fees and disbursements charged by Redman Nichols Butler is attached or is available at www.redmannicholsbutler.co.uk

Further information on the insolvency process may be found on the R3 Creditors website www.creditorinsolvencyguide.co.uk or www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees.

Right of challenge

If a creditor believes that the office holders' remuneration is, in all the circumstances excessive, the basis inappropriate, or the expenses incurred by the office holder are, in all the circumstances, excessive he may, provided certain conditions are met, apply to the court.

The websites above provide further information on how to challenge together with the timescales to make a challenge.

The application must, subject to any order of the court, be made no later than 8 weeks (or, where a creditors' meeting is convened to receive a liquidator's resignation, 4 weeks) after receipt by the applicant of the report which first reports the charging of the remuneration or the incurring of the expenses in question.

A creditor's guide to the fees and disbursements charged by Redman Nichols Butler

Insolvency Practitioner's Fees

Where it has been agreed by a resolution of creditors or the creditors' committee that the office holders' remuneration will be calculated by reference to the time properly given by the office holder and his staff in attending to matters arising in the administration of the insolvency estate, at the following hourly charge out rates:-

Grade	Rate (£) to 30 April 2014	Rate (£) from 1 May 2014
Partner	280	305
Senior Manager	250	278
Manager	230	254
Assistant Manager	205	226
Administrator	155	166
Support staff	90	97

These rates are our current hourly charge out rates and are exclusive of value added tax. Our charge-out rates are reviewed periodically and creditors will be advised of any alteration thereto. Time is recorded in one minute units.

Disbursements of Redman Nichols Butler

From time to time, we will incur disbursements on behalf of insolvent estates. The reimbursement of these disbursements will be a charge against the insolvent estate to which they relate. These disbursements can be split into two categories, Category 1 and Category 2.

Category 1 disbursements are disbursements which are directly referable to the insolvent estate and relate to a payment to an independent third party. We seek to recover these types of disbursement. Approval is not required to recover these disbursements and these include insolvency bonds, advertising, company searches and post redirection orders.

Category 2 disbursements are directly referable to the insolvent estate in question but the payment is not to an independent third party. They may include shared or allocated costs that can be allocated to the insolvent estate on a proper and reasonable basis, for example, business mileage. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement charge being approved by creditors in advance.

Category 2 disbursements are recharged at the following rates:

Mileage	45 pence per mile
Printing & Photocopying	10 pence per sheet
Postage	Prevailing rates
Archive boxes	£5 per box

The charges above are subject to annual increments and creditors will be advised of these in future circulars.

From time to time we instruct a firm of agents, Ulllyotts, to act for the insolvent estate. Ulllyotts are an associated business. Where Ulllyotts are instructed, their fees will either be charged by reference to time costs properly incurred, calculated in one minute units at an hourly rate of between £150 – £225, plus their disbursements, or on a percentage basis. These costs are typical of agents in this geographical area.

A guidance note and further information in relation to office holders' fees is available at www.R3.org.uk or www.insolvency-practitioners.org.uk/regulation-and-guidance/guides-to-fees.

PROOF OF DEBT - GENERAL FORM

D & L STRUCTURAL STEEL LIMITED

DETAILS OF CLAIM		
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 date of administration, 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. [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
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		
Are you the sole member of the Creditor?		YES / NO