

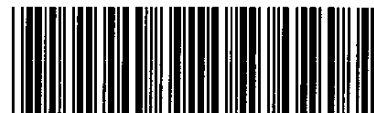
LIQ03

Notice of progress report in voluntary winding up



Companies House

SATURDAY



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A09

18/01/2020

#246

COMPANIES HOUSE

1 Company details

Company number 0 9 8 7 0 0 0 0

Company name in full Procure Solutions Limited

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

2 Liquidator's name

Full forename(s) Adam Peter

Surname Jordan

3 Liquidator's address

Building name/number 3 The Courtyard Harris Business Park

Street Hanbury Road

Post town Stoke Prior

County/Region Bromsgrove

Postcode B 6 0 4 D J

Country

4 Liquidator's name ①

Full forename(s) Nickolas Garth

Surname Rimes

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

5 Liquidator's address ②

Building name/number 3 The Courtyard Harris Business Park

Street Hanbury Road

Post town Stoke Prior

County/Region Bromsgrove

Postcode B 6 0 4 D J

Country

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

LIQ03

Notice of progress report in voluntary winding up

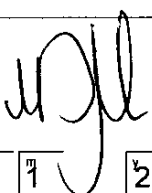
6 Period of progress report

From date	^d 2	^d 4	^m 1	^m 1	^y 2	^y 0	^y 1	^y 8
To date	^d 2	^d 3	^m 1	^m 1	^y 2	^y 0	^y 1	^y 9

7 Progress report

☐ The progress report is attached

8 Sign and date

Liquidator's signature	Signature X 	X						
Signature date	^d 1	^d 5	^m 0	^m 1	^y 2	^y 0	^y 2	^y 0

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 **Adam Jordan**Company name **Rimes & Co**Address **3 The Courtyard, Harris Business Park
Hanbury Road**Post town **Stoke Prior**County/Region **Bromsgrove**Postcode **B 6 0 4 D J**

Country

DX

Telephone **01527 558 410****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.

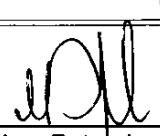
**Further information**

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

Procure Solutions Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 24/11/2018 To 23/11/2019 £	From 24/11/2017 To 23/11/2019 £
	PREFERENTIAL CREDITORS		
(2,992.00)	Employees' Claims - Wages & Holiday	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(8,000.00)	Director's Loan Account	NIL	NIL
(4,783.00)	Employees' Claims	NIL	NIL
(3,093.00)	HM Revenue & Customs - Corporation	NIL	NIL
(33.00)	HM Revenue & Customs - VAT	NIL	NIL
(2,928.00)	Trade & Expense Creditors	NIL	NIL
(83.00)	TSB Bank Plc	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(2.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(21,914.00)		NIL	NIL
	REPRESENTED BY		
			NIL


Adam Peter Jordan
Joint Liquidator

PROCARE SOLUTIONS LIMITED – IN CREDITORS' VOLUNTARY LIQUIDATION
JOINT LIQUIDATORS' PROGRESS REPORT TO CREDITORS AND MEMBERS
FOR THE YEAR ENDING 23 NOVEMBER 2019

STATUTORY INFORMATION

Company name:	Procare Solutions Limited
Registered office:	3 The Courtyard Harris Business Park, Hanbury Road, Stoke Prior, Bromsgrove, B60 4DJ
Former registered office:	6 Station Road, Codsall, Wolverhampton, WV8 1BX
Registered number:	09870000
Joint Liquidators' names:	Adam Peter Jordan and Nickolas Garth Rimes
Joint Liquidators' address:	3 The Courtyard, Harris Business Park, Hanbury Road, Stoke Prior, Bromsgrove, B60 4DJ
Joint Liquidators' date of appointment:	24 November 2017
Actions of Joint Liquidators'	Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both of the Liquidators acting jointly or alone.

JOINT LIQUIDATORS' ACTIONS SINCE LAST REPORT

There is certain work that we are required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since our last progress report is contained in Appendix 1B.

RECEIPTS AND PAYMENTS

Our Receipts & Payments Account for the period from 24 November 2018 to 23 November 2019, and for the Liquidation as a whole, is attached at Appendix 2.

No funds have been received during the period of this progress report.

ASSETS

There were no assets specified in the Estimated Statement of Affairs.

LIABILITIES

Preferential Creditors

The Statement of Affairs anticipated £2,992 in preferential creditors. No claims have been received

Crown Creditors

The Statement of Affairs included £3,093 owed to HMRC in respect of Corporation Tax and £33 owed in respect of VAT. HMRC's final claim of £2,306 has been received.

Non-preferential unsecured Creditors

The Statement of Affairs included 10 non-preferential unsecured creditors with an estimated total liability of £ 11,011. We have received claims from 2 creditors at a total of £12,895. We have not received claims from 8 creditors with original estimated claims in the Statement of Affairs of £9,542.

DIVIDEND PROSPECTS

Based on current information there is no prospect of a dividend to any class of creditor.

INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

We have previously reported that we have complied with our investigation and reporting requirements under the Company Directors Disqualification Act 1986.

JOINT LIQUIDATORS' REMUNERATION

Since we were appointed as Joint Liquidators we have undertaken routine statutory and compliance work such as initial statutory notification of our appointment to all known creditors, filed notice of our appointment at Companies House, advertised notice of our appointment in the London Gazette and completed an investigation and conduct report. These are tasks that are required by statute or regulatory guidance, or are necessary for the orderly conduct of the proceedings, and whilst they do not produce any direct benefit for creditors, they still have to be carried out.

We enclose a copy of our Practice Fee Recovery Policy. In this case we are seeking to fix the basis of our remuneration on a fixed fee basis as detailed below:

Fixed fee basis:

There are certain tasks that we must carry out on nearly every Liquidation, namely Administration and Creditors. Although they are required by statute or regulatory guidance, or are necessary for the orderly conduct of the proceedings, they do not produce any direct benefit for creditors, but still must be carried out.

Administration: This represents the work that is involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder and their managers. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and Statements of Insolvency Practice, which set out required practice that office holders must follow.

Creditors:

Claims of creditors- the office holder needs to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to creditors. The office holder will also have to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions.

In addition, we will be undertaking the following work for which we are seeking to be remunerated as part of the fixed fee:

Investigations: The insolvency legislation gives the office holder powers to take recovery action in respect of what are known as antecedent transactions where assets have been disposed of prior to the commencement of the insolvency procedure and also in respect of matters such as misfeasance and wrongful trading. The office holder is required by the Statements of Insolvency Practice to undertake an initial investigation in all cases to determine whether there are potential recovery actions for the benefit of creditors.

After taking into account the nature and value of the assets involved and that this is a routine case, as highlighted above, we have concluded that a fixed fee of £5,000 plus VAT is necessary to cover that work. We have also compared the proposed fixed fee with our past time records for undertaking the work in respect of cases of a similar size and complexity and taken that into account when determining the level of the fixed fee sought, and as a result we believe that this demonstrates why the fixed fee is expected to produce a fair and reasonable reflection of the work that we anticipate will be necessarily and properly undertaken. Full information about the work that we will undertake for the fixed fee is contained in Appendix 1A.

JOINT LIQUIDATORS' EXPENSES

We have incurred expenses to 23 November 2019 of £216.70 of which £17.50 was incurred in the period since 24 November 2018.

We have not been able to draw any expenses in this matter.

We have incurred the following expenses in the period since our last progress report:

Type of expense	Amount incurred/ accrued in the reporting period £
Postage	17.50

No agents or professional advisors have been used in the reporting period.

FURTHER INFORMATION

An unsecured creditor may, with the permission of the Court, or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question), request further details of the Joint Liquidators' remuneration and expenses within 21 days of their receipt of this report. Any secured creditor may request the same details in the same time limit.

RIMES & CO

Licensed Insolvency Practitioners

An unsecured creditor may, with the permission of the Court, or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question), apply to Court to challenge the amount of remuneration charged by the Joint Liquidators as being excessive, and/or the basis of the Joint Liquidators' remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

To comply with the Provision of Services Regulations, some general information about Rimes & Co can be found at www.rimesandco.co.uk/resources.html.

SUMMARY

The Liquidation will remain open until the costs of the Liquidation have been paid. We have instructed solicitors to pursue the Directors under the terms of an indemnity provided in relation to the agreed costs.

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Sarah Dolphin on 01527 558 410, or by email at sarah.dolphin@rimesandco.co.uk.



A P Jordan
Joint Liquidator

Appendix 1 A: Details of work to be undertaken in the Liquidation

Work for which the Joint Liquidators are seeking to be remunerated on a fixed fee basis.

1. Administration

This represents the work involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder and their managers. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

- Case planning - devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Setting up physical case files.
- Setting up the case on the practice's electronic case management system and entering data.
- Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment.
- Obtaining a specific penalty bond.
- Convening a decision procedure to seek a decision from creditors to approve the officeholders' remuneration
- Supervising the work of sub-contractors instructed on the case to assist in dealing with pension schemes; obtaining reports and updates from them on the work done; and checking the adequacy of the work done.
- Dealing with all routine correspondence and emails relating to the case.
- Opening, maintaining and managing the office holder's estate bank account.
- Creating, maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing annual progress reports to creditors and members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.

2. Creditors

Employees - The office holder needs to deal with the ex-employees in order to ensure that their claims are processed appropriately by the Redundancy Payments Office (RPO). The office holder is required to undertake this work as part of their statutory functions.)

Claims of creditors - the office holder needs to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holder also needs to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions.

- Obtaining information from the case records about employee claims.
- Completing documentation for submission to the Redundancy Payments Office.
- Corresponding with employees regarding their claims.

- Liaising with the Redundancy Payments Office regarding employee claims.
- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.

3. Investigations:

- Recovering the books and records for the case.
- Listing the books and records recovered.
- Submit an online return on the conduct of the directors as required by the Company Directors Disqualification Act.
- Conducting an initial investigation with a view to identifying potential asset recoveries by seeking and obtaining information from relevant third parties, such as the bank, accountants, solicitors, etc.
- Reviewing 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.

4. Realisation of assets:

- Corresponding with the Directors regarding payment of the costs of the liquidation.

Appendix 1B: Details of work undertaken since our last report

3. Administration

- Dealing with all routine correspondence and emails relating to the case.
- Maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing annual progress reports to creditors.
- Filing returns at Companies House.
- Preparing and filing VAT returns.

2. Creditors

- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.

3. Assets:

- Corresponding with the Directors regarding payment of the costs of the liquidation.

Procure Solutions Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 24/11/2018 To 23/11/2019 £	From 24/11/2017 To 23/11/2019 £
	PREFERENTIAL CREDITORS		
(2,992.00)	Employees' Claims - Wages & Holiday	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(8,000.00)	Director's Loan Account	NIL	NIL
(4,783.00)	Employees' Claims	NIL	NIL
(3,093.00)	HM Revenue & Customs - Corporation	NIL	NIL
(33.00)	HM Revenue & Customs - VAT	NIL	NIL
(2,928.00)	Trade & Expense Creditors	NIL	NIL
(83.00)	TSB Bank Plc	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(2.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(21,914.00)		NIL	NIL
	REPRESENTED BY		
			NIL

Notice of decisions by correspondence

Procure Solutions Limited - In Creditors Voluntary Liquidation

Company Number 09870000

NOTICE IS GIVEN by Adam Jordan and Nickolas Rimes to the creditors of Procure Solutions Limited that set out below is a resolution for your consideration under rule 18.16 of The Insolvency (England and Wales) Rules 2016. Please complete the voting section below indicating whether you are in favour or against the following decision(s):


- (i) That the Joint Liquidators' fees be approved on a fixed fee basis of £5,000 plus VAT, for different categories of work, the details of which are set out in the report prepared in connection with fee approval and issued with the notice of this decision procedure.

The final date for votes is 3 February 2020, the decision date.

1. In order for their votes to be counted creditors must submit to me their completed voting form so that it is received at Rimes & Co, 3 The Courtyard, Harris Business Park, Hanbury Road, Stoke Prior, Bromsgrove, B60 4DJ by no later than 23.59 hours on 3 February 2020. It must be accompanied by proof of their debt, (if not already lodged). Failure to do so will lead to their vote(s) being disregarded.
2. Creditors must lodge proof of their debt (if not already lodged) at the offices of Rimes & Co, 3 The Courtyard, Harris Business Park, Hanbury Road, Stoke Prior, Bromsgrove, B60 4DJ by no later than 23.59 on 3 February 2020, without which their vote will be invalid.
3. Creditors with claims of £1,000 or less must have lodged proof of their debt for their vote to be valid.
4. Any creditors who have previously opted out from receiving documents in respect of the insolvency proceedings are entitled to vote on the decision(s) provided they have lodged proof of their debt.
5. Creditors may, within 5 business days of delivery of this notice to them, request a physical meeting of creditors be held to determine the outcome of the decision(s) above. Any request for a physical meeting must be accompanied by valid proof of their debt (if not already lodged). A meeting will be convened if creditors requesting a meeting represent a minimum of 10% in value or 10% in number of creditors or simply 10 creditors, where "creditors" means "all creditors."
6. Creditors have the right to appeal the decision made by applying to Court under Rule 15.35 within 21 days of 3 February 2020, the decision date.

Creditors requiring further information regarding the above, should either contact me in writing at Rimes & Co, 3 The Courtyard, Harris Business Park, Hanbury Road, Stoke Prior, Bromsgrove, B60 4DJ, by email at info@rimesandco.co.uk or by telephone on 01527 558 410.

DATED THIS 15th DAY OF JANUARY 2020


A P Jordan
Joint Liquidator

Procure Solutions Limited - In Creditors Voluntary Liquidation

Company Number 09870000

Voting on Decision

- (i) That the Joint Liquidators' fees be approved on a fixed fee basis of £5,000 plus VAT for different categories of work, the details of which are set out in the report prepared in connection with fee approval and issued with the notice of this decision procedure.

For / Against

TO BE COMPLETED BY CREDITOR WHEN RETURNING FORM:

Name of creditor: _____

Signature of creditor: _____

(Complete the following if signing on behalf of creditor, e.g. director/solicitor)

Capacity in which
signing document: _____

Date: _____

Notice of invitation to form a Liquidation Committee

Procure Solutions Limited - In Creditors Voluntary Liquidation


Company Number 09870000

NOTICE IS GIVEN by Adam Jordan and Nickolas Rimes to the creditors of Procure Solutions Limited of an invitation to form a Liquidation Committee under rule 6.19 of The Insolvency (England and Wales) Rules 2016.

1. In addition to seeking a decision on the matters set out in the accompanying notice, creditors are also invited to determine, at the same time, whether a Liquidation Committee should be established.
2. A Committee may be formed if a minimum of 3 and a maximum of 5 creditors are willing to become members.
3. Nominations can only be accepted for a creditor to become a member of the Committee if they are an unsecured creditor and have lodged a proof of their debt that has not been disallowed for voting or dividend purposes.
4. The specified date for receipt of nominations for creditors to act as a member of the Committee under rule 6.19 of The Insolvency (England and Wales) Rules 2016 is 3 February 2020, the Decision Date.
5. Please complete the form sent with this notice, and include the name and address of any person you wish to nominate to act as a member of the Committee. The completed document should be returned to Rimes & Co, 3 The Courtyard, Harris Business Park, Hanbury Road, Stoke Prior, Bromsgrove, B60 4DJ so that it is received by no later than 23.59 hours 3 February 2020, the decision date.

Note: Further information on the rights, duties and the functions of a Committee is available in a booklet published by the Association of Business Recovery Professionals (R3). This booklet can be accessed at www.rimesandco.co.uk/resources.html. If you require a hard copy of the booklet please contact me in writing at Rimes & Co, 3 The Courtyard, Harris Business Park, Hanbury Road, Stoke Prior, Bromsgrove, B60 4DJ, by email at info@rimesandco.co.uk, or by telephone on 01527 558 410.

DATED THIS 15th DAY OF JANUARY 2020


A P Jordan
Joint Liquidator

Procare Solutions Limited - In Creditors' Voluntary Liquidation
(Company Number 09870000)

Decision

1. That a Liquidation Committee should be established.

For/Against

I wish to nominate the following creditor to act as a member of the committee:

Name of nominated creditor _____

TO BE COMPLETED BY CREDITOR WHEN RETURNING FORM:

Name of creditor: _____

Signature of creditor: _____

(Complete the following if signing on behalf of creditor, e.g. director/solicitor)

Capacity in which signing document: _____

Dated: _____

Note: The completed form should be delivered to Rimes & Co, 3 The Courtyard, Harris Business Park, Hanbury Road, Stoke Prior, Bromsgrove, B60 4DJ.

PRACTICE FEE RECOVERY POLICY FOR RIMES & CO

Introduction

The insolvency legislation was changed in October 2015, with one or two exceptions, for insolvency appointments made from that time. This sheet explains how we intend to apply the alternative fee bases allowed by the legislation when acting as Office Holder in insolvency appointments. The legislation allows different fee bases to be used for different tasks within the same appointment. The fee basis, or combination of bases, set for a particular appointment is/are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the Court.

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at www.creditorinsolvencyguide.co.uk. Details about how an Office Holder's fees may be approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed through 'Resources' at www.rimesandco.co.uk.

Alternatively a hard copy may be requested from Rimes & Co. Please note that we have provided further details in this policy document.

Once the basis of the Office Holder's remuneration has been approved, a periodic report will be provided to any committee and also to each creditor. The report will provide a breakdown of the remuneration drawn. If approval has been obtained for remuneration on a time costs basis, i.e. by reference to time properly spent by members of staff of the practice at our standard charge out rates, the time incurred will also be disclosed, whether drawn or not, together with the average, or "blended" rates of such costs. Under the legislation, any such report must disclose how creditors can seek further information and challenge the basis on which the fees are calculated and the level of fees drawn in the period of the report. Once the time to challenge the Office Holder's remuneration for the period reported on has elapsed, then that remuneration cannot subsequently be challenged.

Under some old legislation, which still applies for insolvency appointments commenced before 6 April 2010, there is no equivalent mechanism for fees to be challenged.

Time cost basis

When charging fees on a time costs basis we use charge out rates appropriate to the skills and experience of a member of staff and the work that they perform. This is combined with the amount of time that they work on each case, recorded in 6 minute units with supporting narrative to explain the work undertaken.

Chargeout Rates

Grade of staff	Current charge-out rate per hour, effective from 1 October 2015 £
Partner – appointment taker	325
Manager	250
Case Administrator	150
Support Staff	50-125

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time. The work is generally recorded under the following categories:

- Administration and Planning.
- Investigations.
- Realisation of Assets.
- Creditors.
- Trading
- Case specific matters.

In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and on new appointments we now only seek time costs for the following categories:

- Investigations

When we seek time costs approval we have to set out a fees estimate. That estimate acts as a cap on our time costs so that we cannot draw fees of more than the estimated time costs without further approval from those who approved our fees. When seeking approval for our fees, we will disclose the work that we intend to undertake, the hourly rates we intend to charge for each part of the work, and the time that we think each part of the work will take. We will summarise that information in an average or "blended" rate for all of the work being carried out within the estimate. We will also say whether we anticipate needing to seek approval to exceed the estimate and, if so, the reasons that we think that may be necessary.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the Office Holder, the effectiveness with which the Office Holder has carried out their functions, and the value and nature of the property with which the Office Holder has to deal.

If we subsequently need to seek authority to draw fees in excess of the estimate, we will say why we have exceeded, or are likely to exceed the estimate; any additional work undertaken, or proposed to be undertaken; the hourly rates proposed for each part of the work; and the time that the additional work is expected to take. As with the original estimate, we will say whether we anticipate needing further approval and, if so, why we think it may be necessary to seek further approval.

Percentage basis

The legislation allows fees to be charged on a percentage of the value of the property with which the Office Holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a percentage basis more often. A report accompanying any fee request will set out the potential assets in the case, the remuneration percentage proposed for any realisations and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The percentage approved in respect of realisations will be charged against the assets realised, and where approval is obtained on a mixture of bases, any fixed fee and time costs will then be charged against the funds remaining in the liquidation after the realisation percentage has been deducted.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the Office Holder, the effectiveness with which the Office Holder has carried out their functions, and the value and nature of the property with which the Office Holder has to deal.

If the basis of remuneration has been approved on a percentage basis then an increase in the amount of the percentage applied can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the percentage applied. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

Fixed fee

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. In cases where we were appointed prior to 1 October 2015, most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 and we now seek remuneration on a fixed fee basis more often. A report accompanying any fee request will set out the set fee that we proposed to charge and the work covered by that remuneration, as well as the expenses that will be, or are likely to be, incurred. Expenses can be incurred without approval, but must be disclosed to help put the remuneration request into context.

The disclosure that we make should include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the Office Holder, the effectiveness with which the Office Holder has carried out their functions, and the value and nature of the property with which the Office Holder has to deal.

If the basis of remuneration has been approved on a fixed fee basis then an increase in the amount of the fixed fee can only be approved by the committee or creditors (depending upon who approved the basis of remuneration) in cases where there has been a material and substantial change in the circumstances that were taken into account when fixing the original level of the fixed fee. If there has not been a material and substantial change in the circumstances then an increase can only be approved by the Court.

Members' Voluntary Liquidations and Voluntary Arrangements

The legislation changes that took effect from 1 October 2015 did not apply to Members' Voluntary Liquidations (MVL), Company Voluntary Arrangements (CVA) or Individual Voluntary Arrangements (IVA). In MVLs, the company's members set the fee basis, often as a fixed fee. In CVAs and IVAs, the fee basis is set out in the proposals and creditors approve the fee basis when they approve the arrangement.

All bases

With the exception of Individual Voluntary Arrangements and Company Voluntary Arrangements which are VAT exempt, the Office Holder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

Agent's Costs

Charged at cost based upon the charge made by the Agent instructed, the term Agent includes:

- Solicitors/Legal Advisors
- Auctioneers/Valuers
- Accountants
- Quantity Surveyors
- Estate Agents
- Other Specialist Advisors

In new appointments made after 1 October 2015, the Office Holder will provide details of expenses to be incurred, or likely to be incurred, when seeking fee approval. When reporting to the committee and creditors during the course of the insolvency appointment the actual expenses incurred will be compared with the original estimate provided.

Disbursements

In accordance with SIP 9 the basis of disbursement allocation in respect of disbursements incurred by the Office Holder in connection with the administration of the estate must be fully disclosed to creditors. Disbursements are categorised as either Category 1 or Category 2.

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the estate or Rimes & Co; in the case of the latter, the invoice makes reference to, and therefore can be directly attributed to, the estate. These disbursements are recoverable in full from the estate without the prior approval of creditors either by a direct payment from the estate or, where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced by the third party. Examples of category 1 disbursements are statutory advertising, external meeting room hire, external storage, specific bond insurance and Company search fees.

Category 2 expenses are incurred by the firm and recharged to the estate; they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full from the estate, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of category 2 disbursements are photocopying, internal room hire, internal storage and mileage.

It is proposed that the following Category 2 disbursements are recovered:

Room Hire	£60.00
Mileage	45p per mile
Photocopying	15p per sheet
Envelopes	20p per envelope

Rule 14.4 The Insolvency (England and Wales) Rules 2016

Proof of Debt – General Form

Name of Company in Liquidation:	<div>Procare Solutions Limited</div>
Company Registration Number:	<div>09870000</div>
Date of Liquidation:	<div>24 November 2017</div>
1 Name of creditor (If a company, please also provide the company registration number).	<div></div>
2 Correspondence address of creditor (including any email address)	<div></div>
3 Total amount of claim (£) (include any Value Added Tax)	<div></div>
4 If amount in 3 above includes (£) outstanding uncapitalised interest, state amount.	<div></div>
5 Details of how and when the debt was incurred. (If you need more space, attach a continuation sheet to this form)	<div></div>
6 Details of any security held, the value of the security and the date it was given.	<div></div>
7 Details of any reservation of title claimed in respect of goods supplied to which the debt relates.	<div></div>
8 Details of any document by reference to which the debt can be substantiated	<div></div>

9 Signature of creditor
(or person authorised to act on the creditor's
behalf)

10 Address of person signing if different from 2
above

11 Name in BLOCK LETTERS:

12 Position with, or relation to, creditor

13 Date of signature

Admitted to vote for

Admitted for dividend for

Amount (£)

Amount (£)

Date

Date

Adam Peter Jordan
JOINT LIQUIDATOR

Adam Peter Jordan
JOINT LIQUIDATOR

Notes:

1. There is no need to attach them now but the office holder may ask you to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convenor of any qualifying decision procedure.

2. This form can be authenticated for submission by email by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office holder. If completing on behalf of a company, please state your relationship to the company.