

LIQ03

Notice of progress report in voluntary winding up



Companies House

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

1	Company details	
Company number	0 9 8 9 1 5 3 7	→ Filling in this form Please complete in typescript or in bold black capitals.
Company name in full	Citadel Apartments Limited	
2	Liquidator's name	
Full forename(s)	Sajid	
Surname	Sattar	
3	Liquidator's address	
Building name/number	Trinity House	
Street	28-30 Blucher Street	
Post town	Birmingham	
County/Region		
Postcode	B 1 1 Q H	
Country		
4	Liquidator's name ①	
Full forename(s)		① Other liquidator Use this section to tell us about another liquidator.
Surname		
5	Liquidator's address ②	
Building name/number		② Other liquidator Use this section to tell us about another liquidator.
Street		
Post town		
County/Region		
Postcode		
Country		

LIQ03

Notice of progress report in voluntary winding up

6 Period of progress report

From date	0	3	0	3	2	0	2	1
To date	0	2	0	3	2	0	2	2

7 Progress report

☒ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X

S. B. Vatta

X

Signature date

2	8	0	4	2	0	2	2
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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 **Greenfield Recovery Limited**

Address

Trinity House**28-30 Blucher Street**

Post town

Birmingham

County/Region

Postcode

B 1 1 Q H

Country

DX

Telephone

0121 201 1720**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

Citadel Apartments Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 03/03/2021 To 02/03/2022 £	From 03/03/2020 To 02/03/2022 £
	ASSET REALISATIONS		
21,294.00	Book Debts	17,069.50	26,835.90
	Cash at Bank	NIL	0.69
3,820.00	Funds Held on Trust	NIL	3,820.00
	Settlement Agreement	10,000.00	10,000.00
		<u>27,069.50</u>	<u>40,656.59</u>
	COST OF REALISATIONS		
	Preparation of S. of A.	NIL	10,000.00
	Office Holders Fees	17,196.92	19,186.61
	Agents Fees	9,204.13	9,204.13
	Statutory Advertising	NIL	243.00
		<u>(26,401.05)</u>	<u>(38,633.74)</u>
	UNSECURED CREDITORS		
(354,935.66)	Trade & Expense Creditors	NIL	NIL
(2,503,820.00)	Directors	NIL	NIL
(35,000.00)	Banks/Institutions	NIL	NIL
(410,240.42)	HM Revenue & Customs	NIL	NIL
(203,830.60)	County Council	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
50.00	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
(3,482,662.68)		668.45	2,022.85
	REPRESENTED BY		
	Vat Receivable		5,500.72
	Bank 1 Current		38.49
	Greenfield - VAT		(3,477.87)
	Vat Payable		(38.49)
			<u>2,022.85</u>

J. B. Sattar

Sajid Sattar
Liquidator



**Citadel Apartments Limited
(In Liquidation)
("the Company")**

Registered Number: 09891537

Registered Office: Trinity House, 28 - 30 Blucher Street, Birmingham, West Midlands, B1 1QH

Liquidator's Annual Progress Report to Creditors and Members

28 April 2022

CITADEL APARTMENTS LIMITED - IN LIQUIDATION

CONTENTS

- 1** Introduction and Statutory Information
- 2** Receipts & Payments
- 3** Outcome For Creditors
- 4** Investigations
- 5** Liquidator's Remuneration
- 6** Creditors' Rights
- 7** Outstanding Matters and End of Liquidation

APPENDICES

- A** Receipts and Payments Account for the reporting period 3 March 2021 to 2 March 2022 and for the cumulative period since the Liquidator's Appointment
- B** Time analysis for the report period from the 3 March 2021 to 2 March 2022 and for the cumulative the period since the Liquidator's appointment
- C** Revised fee and expenses estimate
- D** Information on the work undertaken by the Liquidator and his staff
- E** Additional information in relation to Liquidator's Fees, Expenses and use of Subcontractors
- F** Estimated Outcome Statement

CITADEL APARTMENTS LIMITED - IN LIQUIDATION

1 Introduction and Statutory Information

This progress report has been prepared pursuant to rules 18.3 and 18.7 of the Insolvency (England and Wales) Rules 2016, following the second anniversary my appointment as Liquidator.

The report covers the period from 3 March 2021 to 2 March 2022 ("the report period") and should be read in conjunction with any previous progress reports which have been issued.

Information about the way that I will use and store personal data on insolvency appointments can be found at <https://www.greenfieldrecovery.co.uk/privacy/insolvency-privacy-notice/>. If you are unable to access this, please contact me and a hard copy will be provided to you.

Statutory Information

Company name:	Citadel Apartments Limited
Registered office:	Trinity House 28 - 30 Blucher Street Birmingham West Midlands B1 1QH
Former registered office:	86-90 Paul Street London EC2A 4NE
Registered number:	09891537
Liquidator's names:	Sajid Sattar
Liquidator's address:	Trinity House, 28-30 Blucher Street, Birmingham, B1 1QH
Liquidator's date of appointment:	3 March 2020

As an insolvency practitioner, when carrying out all professional work relating to an insolvency appointment, I am bound by the Insolvency Code of Ethics, as well as by the regulations of my professional body.

If a creditor has any queries regarding the conduct of the liquidation of the Company, or if a creditor requires a hard copy of any of the documents previously made available on-line, they should contact Hanna Dzialova by email at hd@greenfieldrecovery.co.uk, or by telephone on 0121 201 1720.

2 Receipts and Payments

A Receipts & Payments Account covering the reporting period and for the cumulative period since the Liquidator's appointment, is attached at Appendix A.

The balance of funds in the liquidation estate are held in the estate bank account.

Below is an update on the progress made during the report period and all movements in realisations and dealing with the Company's affairs since my last report.

2.1 Asset Realisations

Book Debts

The Director's Estimated Statement of Affairs indicates that the Company has book debts with a book value of £28,392 and estimated to realise value of £21,294.

As previously advised, the Director and the Company's accountants have failed to provide the information in regards to the remaining book debts and Howes Percival LLP solicitors at 3 The Osiers Business Centre, Leicester LE19 1DX, has been instructed to pursue and collect the debtors' information from the Director and the accountants.

The debtors' information has subsequently been received from the third party. Following my review, it was established that some of the book debts have already been received in full into the Company's bank account, there are however book debts to collect, which we did not have full debtors' information.

I have therefore engaged Grace and Good Limited ('G&G'), who specialise in insolvency investigation and asset tracing to assist in obtaining the records and collecting outstanding book debts.

G&G have realised £17,069.50 during this period, bringing the total realisations to £26,835.90.

The debtor collection is on-going and further update will be available in my next report.

Director's Loan Account ('DLA')

As stated in my previous report, my review of the Company's bank statements highlighted that significant amount of funds has been paid to the Director. These payments formed an overdrawn DLA of £324,577.46.

I have entered into correspondence in relation to the outstanding overdrawn DLA with the Director, however due to the lack of progress, on 26 September 2021, I have appointed G&G to assist with the recovery of this liability.

G&G has since engaged with the Director and his appointed representative, with a view to recover the outstanding liability.

The Director has denied full liability, however failed to provide supporting evidence in this regard. Various communications have taken place between G&G and the Director's representative, and an offer to settle the outstanding DLA has been received. Following the review of the Director's assets and liabilities and after further negotiations, an agreement has been reached that the Director will pay £90,000 by way of the following instalments:

- Payment of £60,000 by 29 October 2021;
- Payment of a further £20,000 by 29 November 2021;
- Payment of the balance of £10,000 by 31 December 2021.

The Director has however defaulted on the agreement and to date payment of £10,000 has been received in this regard.

This matter is on-going and further update will be available in my next report.

2.2 Unrealised Assets

There are no other known assets other than book debts and overdrawn DLA as outlined above.

3 Outcome for Creditors

Secured Creditors

There are no secured creditors in this matter.

Ordinary Preferential Creditors

There are no ordinary preferential creditors in this matter

Non-Preferential Unsecured Creditors

The Director's Estimated Statement of Affairs indicates that there were 53 creditors, whose debts collectively totalled £3,507,826.68. To date, I have received claims totalling £2,448,953.55, from 23 creditors.

The decrease is due to some of the creditors have not yet submitted their claims. Furthermore, the claim of £2,000,000 received from the Director has been rejected on the grounds that the DLA is overdrawn, as detailed in section 2 of this report.

At this juncture, there are insufficient funds realised after defraying the expenses of the liquidation, to pay a dividend to non-preferential unsecured creditors. Should this position change, the Liquidator will write and inform creditors accordingly.

Prescribed Part

In accordance with Section 176A of the Insolvency Act 1986, if the Company had created a floating charge after 15 September 2003, a proportion of the Company's net property (i.e. the money that would otherwise be available to the charge holder after costs and settlement of preferential creditor claims) should be set aside for the benefit of Company's non-preferential unsecured creditors. This is known as the *prescribed part* of a company's net property.

This is calculated as being 50% of the first £10,000 of the net property and 20% of net property thereafter, subject to a maximum fund of £600,000 or £800,000 where a floating charge post-dates 6 April 2020.

The Company has no creditor secured by a floating charge and therefore the prescribed part provisions do not apply in this matter.

Attached at Appendix F is an updated Estimated Outcome Statement for the liquidation. This represents my estimate of the outcome of the liquidation as at the end of the Period covered by this report. Further updates on the anticipated outcome to creditors will be provided in subsequent reports, however you will note that I am currently uncertain if there will be sufficient funds realised after defraying the expenses of the liquidation to pay a dividend to unsecured creditors.

4 Investigations

In order to comply with current legislation, the Liquidator is required to carry out investigations into the Liquidator's Remuneration

As previously reported, the Joint Liquidators are required to carry out investigations into the Company's affairs, to establish whether there are any potential asset recoveries or conduct matters that require further investigation. These investigations are carried out in line with the Company Directors Disqualification Act 1986 ("**CDDA 1986**") and Statement of Insolvency Practice 2 – Investigations by Office Holders in Administration and Insolvent Liquidations ("SIP 2") and may not necessarily bring any financial benefit to creditors unless these investigations reveal potential asset recoveries that the Joint Liquidators can pursue for the benefit of creditors.

Our report on the conduct of the Directors of the Company to the Department for Business, Energy & Industrial Strategy under the CDDA 1986, was submitted during the first year of the liquidation and is confidential.

CITADEL APARTMENTS LIMITED - IN LIQUIDATION

As stated in my last report, detailed investigations were required in respect of various transactions. These payments formed an overdrawn DLA, as further discussed in section 2 of this report. This investigation is still on-going and further update will be available in my next report.

Pre-liquidation fee

The Creditors have previously approved that my pre-liquidation fee of £10,000 plus VAT and expenses, may be paid from the liquidation estate, for my assistance with preparing the statement of affairs and arranging the decision consent procedure for creditors to appoint a Liquidator.

It is considered that the amount of £10,000 plus VAT is fair, reasonable and proportionate, as it reflects my experience of the level of time costs typically incurred at my firm's usual charge-out rates, for the provision of client services of a similar level of complexity and involvement.

This fee has been recovered in full, as shown on the enclosed Receipts and Payments Account at Appendix A.

Liquidator's Remuneration

Creditors have originally approved the basis of the Liquidator's remuneration being fixed by reference to the time properly recorded by him and his staff in managing the liquidation on 21 October 2021. My original fees estimate totals £28,711.25 was provided to creditors when the basis of my remuneration was approved and was based on information available to me at that time.

Since approval for my original fees estimate was obtained, it has been necessary to revise this estimate and I would confirm that further approval for my revised fees estimate was sought from creditors and approved on 21 October 2021. The total of my revised fees estimate is now £57,467.50 and is reflected in the above table.

My time costs for the report period are £31,428.50. This represents 102.20 hours at an average rate of £307.52 per hour. Attached as Appendix B, is a Time Analysis which provides details of the activity costs incurred by staff grade during the report period, in respect of the costs fixed by reference to time properly spent in managing the liquidation. During the report period, £17,196.92 plus expenses shown in the enclosed Receipts and Payments Account has been drawn.

Also attached as Appendix B, is a cumulative time analysis for the period from 3 March 2020 to 2 March 2022, which provides details of the time costs incurred since my appointment. The cumulative time costs incurred to date are £53,989.50. This represents 176.80 hours at an average rate of £305.37 per hour. To date, £19,186.61 plus expenses shown in the enclosed Receipts and Payments Account has been drawn.

In order that creditors may review the time spent on the administration of this case, I enclose herewith a detailed schedule at Appendix B; and for the purposes of comparison, a copy of the revised fees estimate at Appendix C. The table below also provides a comparison between the revised fees estimate and the time spent on the case to date:

Category of Work	Estimated No. of Hours	Actual Hours Spent	Estimated Hourly Rate	Actual Hourly Rate	Estimated Total Time	Actual Total Time Costs
Admin and Planning	84.78	63.20	282.44	300.62	23,945.00	18,999.50
Realisation of Assets Creditors	18.92	12.10	252.83	325.62	4,783.50	3,940.00
	34.08	32.10	268.75	298.44	9,159.00	9,580.00
Investigations	71.78	69.40	272.78	309.37	19,580.00	21,470.00
Total	209.56	176.80	274.23	305.37	57,467.50	53,989.50

CITADEL APARTMENTS LIMITED - IN LIQUIDATION

At the date of this report, I would confirm that my fees estimate for the liquidation remains partially unchanged and I am currently uncertain about the total amount that will be paid to my firm in respect of the time costs incurred. Where this amount is less than my overall fees estimate, may be that my fee recoveries will be restricted as a result of the funds available in the liquidation, which will prevent my time costs being recovered in full.

My time costs are likely to exceed the revised fees estimate and should a further decision procedure to increase my remuneration be necessary, I will contact the creditors accordingly.

I will also update creditors on the anticipated total amount that will be paid to my firm in respect of the revised fees estimate in my next progress report. Given the current revision of my anticipated costs and the ongoing work in the liquidation, it is difficult at this time to accurately report the anticipated payment to my firm, other than it will not exceed the cap of my revised estimate at Appendix C without further approval from creditors.

Attached as Appendix D, is additional information in relation to the work undertaken by the Liquidator and his staff.

The reasons it is necessary to seek approval and details of the relevant legislation, are included in "A Creditors' Guide to Liquidator's Fees" which is available for download at: https://www.greenfieldrecovery.co.uk/media/593625/liquidation_a_guide_for_creditors_on_insolvency_practitioners_fees_version_1_april_2021.pdf

Should a hard copy of any document be required, this will be provided free of charge.

Attached as Appendix E, is additional information in relation to the Liquidator's fees and expenses including where relevant, information on the use of subcontractors and professional advisers.

5 Creditors' Rights

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

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

6 Outstanding Matters and End of Liquidation

As set out above, I am not yet in a position to conclude the liquidation as my investigations into the Company's affairs are outstanding.

Once all matters have been finalised, I will take steps to complete the liquidation.

If you wish to discuss the issues raised in this report or require any additional information, please contact Hanna Dzialova of this office.

Yours faithfully
for and on behalf of Citadel Apartments Limited



Sajid Sattar
Liquidator

Sajid Sattar is authorised to act as insolvency practitioner in the UK, by the Institute of Chartered Accountants in England & Wales and is bound by the insolvency Code of Ethics

CITADEL APARTMENTS LIMITED - IN LIQUIDATION

APPENDIX A

Receipts and Payments Account for the reporting period 3 March 2021 to 2 March 2022 and for the cumulative period since the Liquidator's Appointment

Citadel Apartments Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments

Statement of Affairs £		From 03/03/2021 To 02/03/2022 £	From 03/03/2020 To 02/03/2022 £
	ASSET REALISATIONS		
21,294.00	Book Debts	17,069.50	26,835.90
	Cash at Bank	NIL	0.69
3,820.00	Funds Held on Trust	NIL	3,820.00
	Settlement Agreement	10,000.00	10,000.00
		27,069.50	40,656.59
	COST OF REALISATIONS		
	Preparation of S. of A.	NIL	10,000.00
	Office Holders Fees	17,196.92	19,186.61
	Agents Fees	9,204.13	9,204.13
	Statutory Advertising	NIL	243.00
		(26,401.05)	(38,633.74)
	UNSECURED CREDITORS		
(354,935.66)	Trade & Expense Creditors	NIL	NIL
(2,503,820.00)	Directors	NIL	NIL
(35,000.00)	Banks/Institutions	NIL	NIL
(410,240.42)	HM Revenue & Customs	NIL	NIL
(203,830.60)	County Council	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
50.00	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(3,482,662.68)		668.45	2,022.85
	REPRESENTED BY		
	Vat Receivable		5,500.72
	Bank 1 Current		38.49
	Greenfield - VAT		(3,477.87)
	Vat Payable		(38.49)
			2,022.85

S. B. Sattar

Sajid Sattar
Liquidator

CITADEL APARTMENTS LIMITED - IN LIQUIDATION

APPENDIX B

Time analysis for the report period from the 3 March 2021 to 2 March 2022 and for the cumulative the period since the Liquidator's appointment

Time Entry - SIP9 Time & Cost Summary

CIT004 - Citadel Apartments Limited
 Project Code: POST
 From: 03/03/2021 To: 02/03/2022

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	3.30	1.70	13.50	0.60	19.10	6,103.50	319.55
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.80	0.80	21.60	1.50	24.70	7,325.00	296.56
Investigations	1.60	0.00	48.20	0.00	49.80	15,180.00	304.82
Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non Chargeable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	1.60	0.00	7.00	0.00	8.60	2,820.00	327.91
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	7.30	2.50	90.30	2.10	102.20	31,428.50	307.52
Total Fees Claimed						17,196.92	
Total Disbursements Claimed						0.00	

Time Entry - Detailed SIP9 Time & Cost Summary

CIT004 - Citadel Apartments Limited
From: 03/03/2020 To: 02/03/2022
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
111 : File Maintenance	0.00	0.40	5.20	1.30	6.90	1,537.00	222.75
112 : Regulatory Compliance	0.00	0.20	2.00	0.00	2.20	537.50	244.32
113 : Case Reviews	0.70	4.00	19.50	0.00	24.20	7,455.00	308.06
114 : Correspondence with Director / Debtor	0.10	0.00	4.00	0.00	4.10	1,005.00	245.12
115 : Correspondence with Accountant	0.00	0.00	0.30	0.00	0.30	90.00	300.00
116 : Correspondence with Solicitor	0.00	0.00	0.80	0.00	0.80	240.00	300.00
117 : Correspondence with HMRC	1.60	0.10	0.40	0.00	2.10	875.00	416.67
119 : Correspondence with Bank	0.10	0.00	0.90	0.00	1.00	305.00	305.00
122 : Correspondence with Third Party	0.00	0.10	0.10	0.00	0.20	65.00	325.00
123 : Meeting with Director	0.00	0.60	0.00	0.00	0.60	210.00	350.00
124 : Books and Records	1.00	0.20	0.00	0.00	1.20	530.00	441.67
125 : Notification of Appointment	0.30	0.00	2.00	0.00	2.30	585.00	254.35
126 : Tax Matters	0.00	0.00	0.40	0.00	0.40	110.00	275.00
127 : Bank Reconciliations	0.60	0.10	2.80	0.00	3.50	1,127.50	322.14
128 : Cashiering	0.00	0.10	3.60	0.00	3.70	1,027.50	277.70
129 : Strategy Planning / Review	1.90	2.00	3.30	0.00	7.20	2,570.00	356.94
132 : Pension Scheme	0.20	0.00	2.30	0.00	2.50	730.00	292.00
Admin & Planning	6.50	7.80	47.60	1.30	63.20	18,999.50	300.62
512 : Unsecured Creditor Communication	2.10	0.10	12.10	2.10	16.40	4,675.00	285.06
513 : Employee Claims	0.00	0.00	2.10	0.00	2.10	630.00	300.00
514 : Creditor Reports	0.80	0.80	5.80	0.00	7.40	2,350.00	317.57
515 : Creditor Meetings	0.30	0.00	0.00	0.00	0.30	135.00	450.00
516 : Processing Proofs of Debt	0.00	0.10	0.70	0.00	0.80	245.00	306.25
522 : Pension Scheme / IPPF	0.10	0.00	5.00	0.00	5.10	1,545.00	302.94
Creditors	3.30	1.00	25.70	2.10	32.10	9,580.00	298.44
210 : Review of Books and Records	0.30	0.00	0.90	0.00	1.20	405.00	337.50
211 : Review of Accounting Records	0.00	0.00	5.70	0.00	5.70	1,710.00	300.00
213 : Bank Statement / Cheque Analysis	0.00	0.00	10.10	0.00	10.10	3,030.00	300.00
214 : Documenting Investigations	1.00	0.00	0.30	0.00	1.30	540.00	415.38
215 : Correspondence with Director / Debtor	0.00	0.00	2.80	0.00	2.80	840.00	300.00
216 : Correspondence with Accountant	0.00	0.00	1.40	0.00	1.40	420.00	300.00
218 : Correspondence with HMRC	0.30	0.00	5.60	0.00	5.90	1,815.00	307.63
219 : Correspondence with Bank	0.20	0.10	1.00	0.00	1.30	430.00	330.77
220 : Correspondence with Third Party	0.00	0.00	1.70	0.00	1.70	510.00	300.00
222 : Consideration of Potential Claims	0.00	0.00	9.50	0.00	9.50	2,850.00	300.00
223 : Instructed Solicitor Correspondence	0.30	0.00	19.10	0.00	19.40	5,865.00	302.32
224 : CDDA Reporting	2.00	0.50	2.90	0.00	5.40	1,945.00	360.19
225 : Land Registry / Property Searches	0.00	0.00	1.80	0.00	1.80	540.00	300.00
227 : Correspondence with Insolvency Service	0.00	0.00	1.40	0.00	1.40	420.00	300.00
310 : Identification of Assets	0.00	0.00	0.50	0.00	0.50	150.00	300.00
Investigations	4.10	0.60	64.70	0.00	69.40	21,470.00	309.37
312 : Retention of Title	0.10	0.00	0.00	0.00	0.10	45.00	450.00
314 : Book Debts	0.20	0.60	3.90	0.00	4.70	1,485.00	315.96
315 : Plant and Machinery	0.00	0.00	0.40	0.00	0.40	120.00	300.00
320 : Other Assets	0.00	0.10	0.40	0.00	0.50	160.00	320.00

Time Entry - Detailed SIP9 Time & Cost Summary

CiT004 - Citadel Apartments Limited
From: 03/03/2020 To: 02/03/2022
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
322 - Pursuing Antecedent Transactions	0.00	0.00	0.60	0.00	0.60	180.00	300.00
324 - Directors Loan Account	1.40	0.00	4.40	0.00	5.80	1,950.00	336.21
Realisation of Assets	1.70	0.70	9.70	0.00	12.10	3,940.00	325.62
Total Hours	15.60	10.10	147.70	3.40	176.80	53,989.50	305.37
Total Fees Claimed						19,186.61	

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

CIT004 - Citadel Apartments Limited
All Post Appointment Project Codes
From: 03/03/2020 To: 02/03/2022

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
20/03/2020	Stationery Costs: Stationery	13.75
20/03/2020	Photocopying: Photocopying	55.00
20/03/2020	Postage Costs: Postage costs	77.41
05/05/2020	Postage Costs: Postage costs	0.76
Total		146.92

CITADEL APARTMENTS LIMITED - IN LIQUIDATION

APPENDIX C

Revised fee and expenses estimate

IN THE MATTER OF CITADEL APARTMENTS LIMITED - IN LIQUIDATION
SUMMARY OF THE PROPOSED FEES OF THE JOINT LIQUIDATORS

	Estimated Hours	Fees £	Ave. Rate £
Statutory Duties, Administration and Planning	84.78	23,945.00	282.44
Set-up of IP working files and online systems, strategic planning meetings at all levels and other administrative matters anticipated to arrive during the course of the liquidation that may not be assigned to any other category.			
Notification of appointment to various parties in accordance with the Insolvency Act 1986 (as amended) ("the Act") and the Insolvency (England and Wales) Rule 2016 (as amended) ("the Rules").			
Securing and scheduling the books and records of the company. Maintenance of the liquidator's working files to comply with the legislation, filing of documents etc. Completion and review of standard checklists to ensure that all required steps within the liquidation have been actioned.			
Complying with various statutory obligations in accordance with the Act, the Rules and other related legislation, not otherwise categorised.			
Cashiering costs to include funds received, raising payments, recording all transactions on the liquidators' electronic records to comply with Statement of Insolvency Practice 7, opening and closing client bank account and completion of monthly bank reconciliations.			
Periodic manager reviews completed to ensure that all aspects of the liquidation are dealt with to a high standard (as required by our Recognised Professional Bodies). Periodic review of the application of ethical, anti-money laundering and anti-bribery safeguards.			
Preparation, completion and submission of corporation tax, VAT and any other applicable tax returns relating to the period of appointment.			
Drafting and issuing the liquidators' final progress report and account. The completion of all necessary returns and notices to obtain the liquidators' release from office in accordance with the Act and Rules.			
Creditors	34.08	9,159.00	268.75
<input checked="" type="checkbox"/> Communication with creditors and their representatives including dealing with telephone enquiries, responding to correspondence received (either electronically or by way of a formal response) in relation to all aspects of the assignment.			
Corresponding with members of the company as and when required.			
Reviewing the company's records, liaising with various parties in order to establish the existence of a pension scheme and determining whether a notice is required to the Pension Protection Fund. The Pensions Regulator and any other appropriate parties in accordance with the Pensions Act 2004.			
<input checked="" type="checkbox"/> Liaising with HM Revenue and Customs regarding their claim and providing regular updates			
<input checked="" type="checkbox"/> Liaising with pension advisors in respect of the action required by the liquidator in order to discharge his obligations to the scheme provider and determining whether any further return is necessary to the RPO in respect of deductions from salaries not paid over.			
<input checked="" type="checkbox"/> Updating the liquidators' computerised records for any proof of debt forms received and ensuring that such records are kept up-to-date with creditor contact details, references etc. A detailed review of all creditor claims received and verify against the company's records and the evidence submitted in support of the claims for all classes of creditor (secured, preferential & unsecured).			
Investigations	71.78	19,580.00	272.78
Investigation as regards the financial affairs of the company and the conduct of its directors. Correspondence with the directors, employees or third parties making further enquiries into the affairs of the company. Reviewing the books and records of the company. The preparation and submission of a report to the Department for Business Innovation and Skills in accordance with the Company Director Disqualification Act 1986. Assisting the Insolvency Service with their investigations.			
Investigations into the overdrawn director's loan account and other antecedent transactions			

- X Seeking further information and, if necessary, taking independent advice as regards any potential antecedent transactions. If necessary, reconstruction of the financial affairs of the company.

Realisation of Assets

18.92 4,783.50 252.83

- X Review the records of the company and the directors Statement of Affairs to identify the assets of the company.

- X The completion of any pre-liquidation tax returns that are likely to generate a refund to the liquidation estate. Considering the implications of Crown set-off.

Review the company records to collate the supporting documentation in respect of the outstanding debts.

- X Liaising with delivery companies for POD's where necessary. Correspondence with the debtors to elicit payment. Deal with any disputes or queries. Liaising with the directors or third parties to obtain additional relevant information as regards any dispute. Appointing legal advisors or other such professionals to assist in the debt collection process. Maintaining the liquidators computerised records.

- X Liaising with the agents in regards to the pursuing and collecting book debts and agreeing settlement agreement with the Director.

Review of all documentation relating to the trading premises, such as title deeds or a lease agreement.

- X Consider whether any value in the property or lease and appoint agents to assist with the valuation and disposal. If no beneficial value, liaise with the landlord(s) to agree a surrender or if not co-operative, issue a Notice of Disclaimer to all applicable parties.

Special Purpose Work

0.00 0.00 0.00

None at present

Total Estimate

209.56 57,467.50 274.23

Note

The wording in each category in the above estimate is only intended to provide creditors with an indication of the various key matters likely to be addressed during the process of the administration of the liquidation estate. The descriptions are not exhaustive and work may be undertaken in dealing with the liquidation which has not been specifically stated. Furthermore, the estimate is based upon the information available to date and there are various factors which may affect the time costs actually incurred. In the event that time costs exceed the above estimate, the liquidators may require creditors to vote upon a further resolution in due course as regards an increase in the costs of the liquidation.

- X The majority of tasks undertaken are done so with a view to maximising the return to creditors by focusing on the realisation of assets, investigating the financial affairs of the Company and adjudication upon creditor claims in the proceedings. These tasks are considered to be for the benefit of the general body of creditors, and marked with an 'X' for creditors' case of reference. Whilst some of the statutory and regulatory tasks undertaken do not have a direct benefit to creditors, they assist in the efficient and compliant progression of the liquidation, which ensures that the liquidators' and their staff carry out our work to the highest professional standard.

**IN THE MATTER OF CITADEL APARTMENTS LIMITED - IN LIQUIDATION
ESTIMATE OF EXPENSES TO BE INCURRED IN THE LIQUIDATION ESTATE**

	£
Joint Liquidators Disbursements	
Stationery, printing & postage	125.50
Companies House & Land Registry Searches	0.00
Specific Bond Insurance Fee	400.00
Meeting Room Hire	100.00
Statutory Advertising	225.00
Storage of company records & working papers	47.68
Travel & Mileage	0.00
	<hr/> 898.18
 External Agents Estimated Costs	
Greenfield Recovery Limited - Statement of Affairs fee	10,000.00
Greenfield Recovery Limited - pre appt disbursements	270.85
Solicitor / legal advice - costs	-
Solicitor / legal advice - disbursements	-
Valuer / independent agents - costs	-
Valuer / independent agents - disbursements	-
	<hr/> 10,270.85

Note: all costs & disbursements are shown exclusive of VAT, where applicable.

Pursuant to Rules 6.44-6.48 of the Insolvency (England and Wales) Rules 2016 (as amended), should litigation expenses exceed, or are likely to exceed, in the aggregate £5,000, a request for approval shall be made of those creditors specified within Rule 6.45(2). This only applies where such expenses are to be paid from property that is comprised in or subject to a floating charge.

APPENDIX D

Information on the work undertaken by the Liquidator and his staff

Administration and Planning (including statutory compliance & reporting)

An office holder must comply with certain statutory obligations under the Insolvency Act 1986 and other related legislation. Details about the work I anticipated would need to be done in this area was outlined in my initial fees estimate, which was previously agreed by creditors.

In this case, the time costs incurred in this category totals £18,999.50. In addition to the above matters, the time costs incurred for administration and planning relates to significant amount of time in cashiering activities, reviewing the Company records to identify any pension scheme and chasing information with regard to bank statements and accounting information from third parties.

Where the costs of statutory compliance work or reporting to creditors exceeds the initial estimate, it will usually be because the duration of the case has taken longer than anticipated, possibly due to protracted asset realisations, which have in turn placed a further statutory reporting requirement on the Liquidator.

As noted in my initial fees estimate/information, this work will not necessarily bring any financial benefit to creditors but is required by statute to be carried on every case.

Realisation of Assets

This category of work includes any action undertaken in order to protect or realise any assets of the Company. Work may be undertaken in order to put insurance in place or assess whether there are assets which may result in a realisation and costs may be incurred in this category, even if there have been no asset realisations.

In this case, the time costs incurred in this category totals £3,940. Additional work had to be undertaken in communication with our agents in regards to negotiating a settlement offer and pursuing the payments.

It is not anticipated that the work that the Liquidator has carried out to deal with the Company's assets, will provide a financial benefit to creditors. This is because either the value of the assets was insufficient to produce a financial benefit after the associated costs of realisation were taken into consideration, or because there were no assets owned by the Company in accordance with the Company's statement of affairs that could be realised for the benefit of creditors. Please refer to section 2 of this report for further details.

Creditors

A Liquidator is not only required to deal with correspondence and claims from unsecured creditors (which may include retention of title claims), but also those of any secured and preferential creditors of the Company. This may involve separate reporting to any secured creditor and dealing with distributions from asset realisations caught under their security, typically a debenture.

In this case, the time costs incurred in this category totals £9,580. The time costs incurred in this category relates to significant amount of time spent on communication with HMRC.

Work undertaken by a Liquidator in dealing with the Company's creditors may only therefore bring a financial benefit to certain classes of creditor, such as a secured creditor or the preferential creditors. However a Liquidator is required by statute, to undertake this work. Similarly, if a distribution is to be paid to any class of creditor then work will be required to agree those claims and process the dividend payments to each relevant class of creditor. The more creditors a company has, the more time and cost will be involved by the in dealing with those claims.

More information on the anticipated outcome for all classes of creditor in this case, can be found in Section 3 of this report.

CITADEL APARTMENTS LIMITED - IN LIQUIDATION

The work required in this category is required as part of my statutory and regulatory duties and is necessary, but it is unlikely to provide any direct financial benefit to creditors.

Investigations

The work recorded in this category, relates to my initial assessment of the Company's affairs, as required by Statement of Insolvency Practice 2. This includes an analysis or consideration of the Company's bank and other financial statements and a review of the Company's available books and records. In addition, the work undertaken includes reporting on the Director's conduct, as required by the Company Directors Disqualification Act 1986 (as amended).

In this case, the time costs incurred in this category totals £21,470. In addition to the above matters, the time costs incurred in investigations relates to asset reconciliations from the last filed accounts , extensively reviewing the company bank statements and pursuing the director and account for the delivery of the Company's records.

The investigation work undertaken is required as part of my statutory duties outlined above. Further investigations may be undertaken, with a view to increasing funds available to creditors. As such, investigative work may have a financial benefit to creditors. Please refer to section 4 of this report for further details.

CITADEL APARTMENTS LIMITED - IN LIQUIDATION

APPENDIX E

Additional Information in Relation to the Liquidator's Fees, Expenses and the use of Subcontractors

Staff Allocation and the use of Subcontractors

The general approach to resourcing my assignments is to allocate staff with the skills and experience, to meet the specific requirements of the case.

The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.

I have not utilised the services of any subcontractors on this case.

Professional Advisors

Name of Professional Advisor	Basis of Fee Arrangement
Howes Percival LLP	Time costs basis, no payment has been made to Howes Percival to date.
Grace and Good Limited	Fixed percentage-33.3% of the Assets realisation. A payment of £9,204.13 has been made to Grace and Good Limited to date in relation to the realisation of the book debts and overdrawn DLA.

Our choice was based on our perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of our fee arrangement with them

Liquidator's Expenses

The estimate of expenses which were anticipated at the outset of the liquidation was provided to creditors when the basis of my fees was approved. The table below compares the anticipated costs against those incurred to date.

Category 1 expenses

These expenses do not require prior approval by creditors. The type of expenses that may be charged to a case as a Category 1 expense, generally comprise of external supplies of incidental services which are specifically identifiable to the case, such as postage, case advertising, invoiced travel and external printing, external room hire and external storage costs. Also chargeable, will be any properly-reimbursed expenses incurred by personnel in connection with the case. These expenses may include disbursements which are payments first met by an office holder and then reimbursed from the liquidation estate.

Expense	Estimated overall cost £	Paid in Prior Period £	Paid in the period covered by this report £	Incurred but not paid to date £
Statutory advertising	225.00	243.00	-	-
Meeting Room Hire	100.00	-	-	-
Storage of company records and working papers	47.68	-	-	-
Specific Penalty Bond	400.00	-	-	150.00

Category 2 expenses

These expenses do require approval from creditors. These are costs which are directly-attributable to the appointment in question, but are not payments which are made to an independent third party and

CITADEL APARTMENTS LIMITED - IN LIQUIDATION

may therefore include payments to associates of the office holder; or are shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis. Details of Category 2 disbursements charged by this firm (where appropriate) were provided at the time the Liquidator's fees were approved by creditors.

Expense	Estimated overall cost £	Paid in Prior Period £	Paid in the period covered by this report £	Incurred but not paid to date £
Stationery, printing & postage	125.50	-	-	146.92

The Creditors have previously approved a resolution authorising the Liquidator to draw category 2 expenses.

Charge-Out Rates

Grade	Charge Out Rate - £ per hour
Office Holder/Partner	400-500
Manager	300-400
Senior Administrator	200-300
Administrator	90-200
Support Staff	90

Information on fees charged in connection with an insolvency process, and the rights of members and creditors under insolvency legislation may be found at: https://www.greenfieldrecovery.co.uk/media/593625/liquidation_a_guide_for_creditors_on_insolvency_practitioners_fees_version_1_april_2021.pdf. Should a hard copy of any document be required, this will be provided free of charge.

CITADEL APARTMENTS LIMITED - IN LIQUIDATION

EXPENSES

It is the policy of Greenfield Recovery Limited, to seek to recover costs which whilst being in the nature of expenses or disbursements, may include elements of shared or allocated costs. Category 2 expenses comprise the following and are **recharged to the case at the actual cost incurred** by Greenfield Recovery Limited:

Type of Expenses Grade	Basis of Charge
Facsimiles	Charged at 4p per facsimile sent.
Paper	White Paper - 1p per sheet Headed Paper - 8p per sheet
Postage	Recharged at the actual cost incurred.
Printing	Photocopying is charged at 5p per sheet of black and white A4 copy and 5p per sheet of A4 colour copy. Photocopying is occasionally completed by external companies and is recharged at the actual cost incurred.
Room Hire (external)	Charged at the actual cost incurred.
Room Hire (internal)	Internal Greenfield Recovery Limited meeting rooms used for meetings are charged based upon an equivalent external service. Meeting room - £100
Stationery	Envelopes - 3p/5p each (dependent on size and type of envelope used) Working Files - £3.20 each Case A – N Dividers - £3.75 per set A – Z Dividers - £0.95 per set 10 part dividers - 45p per set
Storage	Books and records and working papers are stored in an external facility. The various types of charges incurred are: Collection - £2.45 per box per journey Delivery - £2.55 per box per journey Storage - £3.96 per box per year Confidential destruction - £3.30 per box
Telephone Calls	Recharged at the actual cost incurred.
Travel	Motor vehicle at 45p per mile All other forms of travel are recharged at the actual cost incurred.

All costs and charges shown are exclusive of any value added tax.

CITADEL APARTMENTS LIMITED - IN LIQUIDATION

APPENDIX F

Estimated Outcome Statement as of 2 March 2022

Citadel Apartments Limited - in Creditors' Voluntary Liquidation
Estimated Outcome Statement
As at 02 March 2022

Final Estimate
as at
02/03/2022

Receipts

Cash at bank	0.69
Funds held on trust	3,820.00
Book debts	26,835.90
Settlement Agreement	10,000.00

Estimated amount required to voluntarily restore the position

-
40,656.59

Payments

Preparation of Statement of Affairs	10,000.00
Office Holder's fees	21,209.46
Agents/valuer's fees	9,204.13
Statutory advertising	243.00

40,656.59

Non-preferential unsecured creditors

Trade and expense claims received	2,448,953.55
Potential trade and expense claims (as per SOFA, but not received to date) *	<u>1,058,873.13</u>
	<u>3,507,826.68</u>

Note: No VAT is included in the amounts stated above, however this has been accounted for in the Receipts and Payments Account attached.