

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 1 0 0 2 7 8 2 6

Company name in full Guardian Legal Ltd

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Matthew

Surname Dix

3 Liquidator's address

Building name/number 1st Floor

Street Consort House

Post town Waterdale

County/Region Doncaster

Postcode D N 1 3 H R

Country

4 Liquidator's name ①

Full forename(s) Ian Michael

Surname Rose

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 1st Floor

Street Consort House

Post town Waterdale

County/Region Doncaster

Postcode D N 1 3 H R

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 0	^d 2	^m 0	^m 4	^y 2	^y 0	^y 2	^y 0
To date	^d 0	^d 1	^m 0	^m 4	^y 2	^y 0	^y 2	^y 1

7 Progress report

☐ The progress report is attached

8 Sign and date

Liquidator's signature

Signature

X 

X

Signature date

2	^d 7	^m 0	^m 5	^y 2	^y 0	^y 2	^y 1
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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 **Matthew Chafer**

Company name **Wilkin Chapman Business
Solutions Limited**

Address **1st Floor
Consort House**

Post town **Waterdale**

County/Region **Doncaster**

Postcode **D N 1 3 H R**

Country

DX

Telephone **01302 342875**



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

Guardian Legal Ltd
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £		From 02/04/2020 To 01/04/2021 £	From 02/04/2019 To 01/04/2021 £
	ASSET REALISATIONS		
	Contribution towards Costs	NIL	3,600.00
450.00	Plant & Machinery etc	NIL	560.00
	Sale of Client Database	NIL	1,250.00
NIL	Work in Progress	NIL	NIL
		NIL	5,410.00
	OTHER REALISATIONS		
	Bank interest, gross	NIL	3.17
		NIL	3.17
	COST OF REALISATIONS		
	Agents'/Valuers' fees	NIL	460.00
	Preparation of Statement of affairs	NIL	4,440.00
	Re-direction of mail	NIL	175.00
	Specific bond	NIL	30.00
		NIL	(5,105.00)
	PREFERENTIAL CREDITORS		
(1,495.34)	Employees Claims (Arrears & Holiday)	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(400.00)	Barclays Bank Plc (Unauthorised O/dr	NIL	NIL
(42,891.00)	Consumer Creditors	NIL	NIL
(6,370.95)	Employee Claims (Redundancy & Noti	NIL	NIL
(114,000.00)	HM Revenue & Customs	NIL	NIL
(328.51)	Trade & Expense	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(165,135.80)		NIL	308.17
	REPRESENTED BY		
	Estate Account		57.17
	Vat control		251.00
			308.17

Guardian Legal Ltd
(In Liquidation)
Supplementary Information

Registered Office / Home Address

C/o The Offices of Wilkin Chapman Business Solutions Ltd 1st Floor
Consort House
Waterdale
Doncaster
DN1 3HR

Registered Number

10027826

Appointment Details

First Partner - Matthew Dix

1st Floor, Consort House, Waterdale, Doncaster, DN1 3HR

Appointment Date - 19/03/2021

Second Partner - Ian Michael Rose

1st Floor, Consort House, Waterdale, Doncaster, DN1 3HR

Appointment Date - 02/04/2019

Changes to Office Holders

Karen Tracy Potts ceased on 19/03/2021

Additional Information

Dividends / Distributions / Consigned Funds : E = Equalising

Dividend Type	Date	Admitted	Number	Paid	p in £
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No Dividends Paid

Unrealisable Assets

WIP

Details of Basis of Remuneration

Time Cost Basis

Statement of Remuneration / Expenses

For period 02/04/2020 to 01/04/2021

Account	Incurring In Period	Accrued In Period For Last Period	Accrued In Period	Total In Period
	0.00	0.00	0.00	0.00

Statement on Fee / Expenses Estimates

Our Ref: GK1JC/MD/IMR/MCH/AS
Date: 27 May 2021

1st Floor

Consort House

Waterdale

Doncaster DN1 3HR

TEL: 01302 342875

FAX: 01302 247629

EMAIL: office@wilkinchapman.co.uk

www.wilkinchapman.co.uk/business-solutions

Please contact: Matthew Chafer

Email: matthew.chafer@wilkinchapman.co.uk

TO ALL MEMBERS AND CREDITORS

Dear Sir/Madam

**GUARDIAN LEGAL LTD (IN LIQUIDATION)
ANNUAL PROGRESS REPORT FOR PERIOD 2 APRIL 2020 TO 1 APRIL 2021**

This is the Joint Liquidators second annual report upon this matter. This report should be read in conjunction with the report on the outcome of the decision and subsequent annual report. Creditors should note that on 19 March 2021, Karen Tracy Potts was replaced by Matthew Dix of this firm, as Joint Liquidator, following an order of the High Court in proceedings entitled CR-2021-000463.

1. RECEIPTS AND PAYMENTS ACCOUNT

We attach an account of receipts and payments for the current period 2 April 2020 to 1 April 2021 and cumulatively from the commencement of the winding up to the end of the anniversary.

2. REALISATIONS

Assets

The assets of the Company, being plant and machinery, were sold to Maye & Sons, who are a non-associated third party on 1 July 2019 for £560.00 plus VAT. The assets have been paid for in full.

Other Assets

As reported previously, the work in progress represented unfinished legal work on which the Company was engaged in at the time of the liquidation. The Joint Liquidators negotiated the sale of the client database, which was subsequently sold to NWL on 29 September 2019 for £1,250.00 plus VAT with the funds being received in full. No funds will be realised in respect of the work in progress.

The director, Mr Michael John Carter, has paid the sum of £3,600.00 towards the costs of the liquidation.

3. JOINT LIQUIDATORS' REMUNERATION

A Statement of Affairs fee of £5,000.00 plus VAT was approved by creditors at the virtual meeting of creditors held on 2 April 2019.

The sum of £4,440.00 plus VAT has been drawn on account of the Statement of Affairs fee.

This is a fixed fee and was considered to be fair, reasonable and proportionate with the work carried out as detailed in the fee estimate and agreed by creditors.

In the pre-appointment period, category 2 disbursements of £41.38 were incurred and allocated to the case, which have not been drawn, leaving unbilled disbursements of £41.38 during the post appointment period. The disbursements that have been incurred are detailed in Appendix II.

The Joint Liquidators' remuneration is based on hourly costs at scale rates calculated on the time properly spent in the course of the liquidation and was approved by creditors on 14 May 2019 in accordance with the following resolution:

That the Joint Liquidators fees be fixed by reference to the time given by them and their staff in attending to matters arising in the Liquidation, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken. The estimated Joint Liquidators fees be capped at £30,000.00.

In the current period the Joint Liquidators' have incurred time costs of £15,357.00 representing 78.50 hours at an average hourly charge-out rate of £195.63. Total time spent to date on this assignment amounts to 383.45 hours at an average composite rate of £167.97 per hour resulting in total time costs to date of £64,409.50 which have not been drawn leaving outstanding time costs of £64,409.50.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators original fees estimate has been exceeded, see comparison below:

Classification	Estimated Number of Hours	Estimated Total Time Costs	Actual Number of Hours	Actual Total Time Costs
Administration & Planning	54.00	£9,175.00	176.85	£24,663.25
Creditors & Distributions	12.00	£1,875.00	9.00	£1,426.25
Investigations	68.00	£12,250.00	168.15	£32,186.25
Floating Charge Assets/Contributions	2.00	£375.00	2.80	£920.00
Employees	10.00	£1,825.00	1.35	236.25
Statutory & Compliance	21.00	£4,500.00	25.30	£4,997.50
Estimated Totals	167.00	£30,000.00	383.45	£64,409.50

Please refer to Appendix I for a detailed breakdown of the work undertaken.

Administration & Planning – Administration and Planning relates to the cashiering functions required throughout the duration of the liquidation, which included the bank account reconciliations, the submission of annual Corporation Tax returns, and the maintaining of the estate account. It also included the time allowed for case reviews to be undertaken, the filing and maintaining of internal documents relating to the case, dealing with any pension schemes and archiving the Company records. The time incurred amounts to 176.85 hours at a total cost of £24,663.25, the estimated time was 54.00 hours totalling £9,175.00. This is higher than anticipated due to the level of work required under this category which was not anticipated at the outset of the liquidation, namely the full review required of the company records and the client files, which numbered in excess of 800. Further costs will be incurred until conclusion of the liquidation.

Creditors & Distribution – Time spent on Creditors & Distribution amounts to 9.00 hours, totalling £1,426.25. The estimated time was 12.00 hours at a total cost of £1,875.00. This relates to communication with creditors regarding the liquidation and logging claims received. This is lower than originally estimated as communication with creditors has been lower than anticipated.

Investigations – The time spent on Investigations amounts to 168.15 hours, totalling £32,186.25. The estimated time was 68.00 hours, totalling £12,250.00. This is higher than originally estimated due to the level of investigations required which was not originally anticipated. Further costs will be incurred until the conclusion of the investigations.

Floating Charge Assets/Contributions – The time spent amounts to 2.80 hours at a total cost of £920.00. The estimated time was 2.00 hours, totalling £375.00. This category of time includes liaising with the valuers in relation to the sale of the assets and liaising with the director in respect of the funds due into the liquidation. Further details can be found in section 2 of this report.

Employees – The time spent amounts to 1.35 hours at a total cost of £236.25, the estimated time was 10.00 hours totalling £1,825.00. This is lower than originally estimated due to the level of communication with one employee and the Redundancy Payments Service to submit their claim for redundancy and other monies owed being lower than anticipated. It is unlikely that any further costs will be incurred in this category.

Statutory & Compliance – Statutory & Compliance involves the preparation and circulation of the Joint Liquidators report to creditors upon appointment, preparing annual reports to creditors, filing the relevant documents to Companies House, including annual receipts and payments accounts, advertising throughout the liquidation in accordance with statutory requirements and bonding the case for the value of the assets. The time spent amounts to 25.30 hours at a total cost of £4,977.50, the estimated time was 21.00 hours totalling £4,500.00. This is higher than anticipated and further costs will be incurred until conclusion of the liquidation.

Post Appointment category 2 disbursements of £652.42 have been allocated to the case from the commencement of the liquidation up to the anniversary which have not been drawn leaving unbilled disbursements of £652.42 together with pre-appointment category 2 disbursements of £41.38. The disbursements that have been incurred are detailed in Appendix II.

Given the limited realisations anticipated in this case the Joint Liquidators do not propose to draw fees in excess of the fee estimate.

Wilkin Chapman Business Solutions Limited charge out rates and disbursements policy is attached at Appendix III.

All payments have been made in accordance with the rules and regulations generally as to the payment of costs and expenses in the liquidation, details of which can be found below:

Other Costs

The sum of £30.00 has been incurred and paid, which relates to the insurance bond on the case, this is a statutory requirement under the guidelines produced by the Joint Liquidators regulatory body.

The sum of £460.00 has been incurred and paid to Lahar Consultants Limited, in respect of the valuation and sale of the Company's assets.

The sum of £233.35 has been incurred and paid by Wilkin Chapman Business Solutions Limited, which relates to the statutory advertising of the liquidation and the appointment of the Joint Liquidators.

The sum of £175.00 has been incurred and paid, which relates to the mail direction put in place to ensure that all the mail of the Company is received by the Joint Liquidators.

The sum of £2.80 has been incurred and paid by Wilkin Chapman Business Solutions Limited, which relates to anti money laundering checks undertaken pre-appointment.

The sum of £124.99 has been incurred and paid by Wilkin Chapman Business Solutions Limited in respect of postage, which is charged at the prevailing rates.

A Creditors' Guide to Liquidators' Fees can be found on the portal or on our website, which includes creditors' rights to further information and to challenge.

4. CREDITORS' CLAIMS AND DIVIDEND PROSPECTS

Secured Creditors

The Company has not granted any charges over its assets.

Preferential Creditors

Four employees were made redundant on 13 March 2019. The relevant information for employees to submit claims has been made to the Redundancy Payments Office and information and help was given to employees to enable them to submit their claims.

Preferential claims have been received amounting to £2,870.38, the director's Statement of Affairs estimated preferential claims of £1,495.34.

I would advise creditors that after taking into account the expenses of the liquidation there are currently insufficient funds available to pay a dividend to preferential creditors.

Unsecured Creditors

Ordinary unsecured claims have been received amounting to £168,831.44, the director's Statement of Affairs estimated unsecured claims of £163,990.46. Please be advised that claims may still be received and therefore the total value of unsecured claims is not known as present.

At this stage although creditors' claims have been lodged we have not taken steps to formally agree the claims of unsecured creditors as it appears unlikely there will be a dividend payable to unsecured creditors until and unless further assets are realised.

5. OTHER RELEVANT INFORMATION

Investigation

As previously reported the Joint Liquidators initial assessment revealed matters that the Joint Liquidators considered merited further investigation, with the Company bank account statements highlighting transactions which required further clarification. The Joint Liquidators wrote to the director requesting his comments in respect of the queries, to which a response was received. After review, it was determined that the information provided was sufficient to answer the queries raised.

The work in progress and client database was reviewed by the Joint Liquidators, and it was determined that due to regulations there was unlikely to be any benefit to creditors in relation to these assets. A third party expressed an interest in the client database, as detailed in section 2, and as a result this has been sold for the sum of £1,250.00 plus VAT.

When providing the books and records of the Company, the director also delivered four laptop computers which were assets of the Company that the Joint Liquidators were not originally made aware of. The content of the laptops has been examined by the Joint Liquidators and it has been determined that there is nothing of any value stored on the laptops. The value of the laptops is negligible, and there are to be no realisations made in respect of these assets.

In addition to the above and upon further review of the creditor list, company books and records and accounting information, the Joint Liquidators discovered that the Company appeared to have been trading whilst insolvent. It appeared to the Joint Liquidators such trading resulted in the Company incurring additional liabilities to its creditors.

The Joint Liquidators wrote to the director in respect of their findings however information was provided by the director in reply. Having considered the information from the director, the Joint Liquidators decided not to pursue any claim in relation to wrongful trading.

The Joint Liquidators continue to investigate the affairs of the Company and are looking into whether there may be further claims which may be pursued, with a view towards increasing realisations into the liquidation estate. This matter is still ongoing and a further update will be provided in due course.

Although this work may not generate any financial benefit to creditors, it is necessary to meet the statutory duties as well as conduct appropriate enquires and investigations into potential rights of actions to enhance realisations.

6. EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

The Company's centre of main interest was in the UK and therefore it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

7. CREDITORS' RIGHTS

Any unsecured creditors 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 Liquidator's remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Joint Liquidator's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

If there are any matters which you consider we should be aware of regarding the way in which the Company's business has been conducted, and on any potential recoveries for the estate, we shall be pleased to hear from you. This request for information is standard practice and does not imply any criticism or cause of action against any person concerned in the management of the Company's affairs.

Further information on the insolvency process may be found on our website or on the portal.

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

8. CONCLUSION

As detailed above the Joint Liquidators investigations into the Company's affairs remain ongoing and it is not possible to confirm a timescale for the conclusion of the liquidation at this stage.

We will report again following the third anniversary of the liquidation or at the conclusion of the winding up, whichever is the sooner.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M. Dix'.

Matthew Dix
Joint Liquidator

Enc

Guardian Legal Ltd
(In Liquidation)
JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 02/04/2020 To 01/04/2021 £	From 02/04/2019 To 01/04/2021 £
RECEIPTS			
Plant & Machinery etc	450.00	0.00	560.00
Contribution towards Costs		0.00	3,600.00
Work in Progress	NIL	0.00	0.00
Sale of Client Database		0.00	1,250.00
Bank interest, gross		0.00	3.17
		<u>0.00</u>	<u>5,413.17</u>
PAYMENTS			
Specific bond		0.00	30.00
Preparation of Statement of affairs		0.00	4,440.00
Agents'/Valuers' fees		0.00	460.00
Re-direction of mail		0.00	175.00
Employees Claims (Arrears & Holiday)	(1,495.34)	0.00	0.00
Trade & Expense	(328.51)	0.00	0.00
Employee Claims (Redundancy & Notice)	(6,370.95)	0.00	0.00
Consumer Creditors	(42,891.00)	0.00	0.00
Barclays Bank Plc (Unauthorised O/draft)	(400.00)	0.00	0.00
HM Revenue & Customs	(114,000.00)	0.00	0.00
Ordinary Shareholders	(100.00)	0.00	0.00
		<u>0.00</u>	<u>5,105.00</u>
Net Receipts/(Payments)		<u>0.00</u>	<u>308.17</u>
MADE UP AS FOLLOWS			
Estate Account		52.00	57.17
VAT Receivable / (Payable)		(52.00)	251.00
		<u>0.00</u>	<u>308.17</u>

Time Entry - Detailed SIP9 Time & Cost Summary

GK1JC - Guardian Legal Ltd
From: 02/04/2020 To: 01/04/2021
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	0.26	0.10	10.34	1.80	12.50	2,192.00	175.36
CR-CRED : Creditors & Distributions	0.00	0.20	0.00	0.40	0.60	95.00	158.33
IN-INV : Investigations	2.30	13.10	34.00	0.00	49.40	10,012.50	202.68
RA-FLTC : Floating Charge Assets/Contributions	0.10	0.00	0.30	0.00	0.40	97.50	243.75
S3-STAT : Statutory & Compliance	0.50	1.50	13.50	0.10	15.60	2,960.00	189.74
Productive Time	3.16	14.90	58.14	2.30	78.50	15,357.00	195.63
Total Hours	3.16	14.90	58.14	2.30	78.50	15,357.00	195.63
Total Fees Claimed						0.00	

Time Entry - Detailed SIP9 Time & Cost Summary

GK1JC - Guardian Legal Ltd
To: 01/04/2021
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP-ADMIN : Administration & Planning	2.16	12.55	54.44	107.70	176.85	24,663.25	139.46
CR-CRED : Creditors & Distributions	0.00	0.20	6.55	2.25	9.00	1,426.25	158.47
IN-INV : Investigations	5.40	27.00	135.75	0.00	168.15	32,186.25	191.41
RA-FLTG : Floating Charge Assets/Contributions	2.40	0.00	0.40	0.00	2.80	920.00	328.57
SI-EMP : Employees	0.00	0.00	1.35	0.00	1.35	236.25	175.00
S3-STAT : Statutory & Compliance	0.90	4.00	20.30	0.10	25.30	4,977.50	196.74
Productive Time	10.86	43.75	218.79	110.05	383.45	64,409.50	167.97
Total Hours	10.86	43.75	218.79	110.05	383.45	64,409.50	167.97
Total Fees Claimed						0.00	

Appendix I

Detailed list of work undertaken and future work envisaged for Guardian Legal Ltd in **Creditors' Voluntary Liquidation** as at 2 April 2020 to 1 April 2021.

General Description	Includes
Administration & Planning	
General Administration / Cashiering	Deregistration of VAT Quarterly VAT Returns Submission of final VAT Annual corporation tax returns Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments General Communication
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews documenting strategy
Document maintenance/file review/checklist	Filing of documents Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Property	Disclaiming leases to properties Communication with regard to leases
Books and records / storage	Dealing with records in storage Sending job files to storage
Pension scheme	Identifying whether there is a pension scheme Submitting the relevant notices if a pension scheme is identified Communication with regard to pension scheme
Creditors and Distributions	
Creditor Communication	Receive and follow up creditor enquiries Review and prepare correspondence to creditors and their representatives
Dealing with proofs of debt ("POD")	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication
Investigations	
SIP 2 Review	Taking control of and making an inventory of company books and records Correspondence to request information on the company's dealings, making further enquiries of third parties Reviewing questionnaires submitted by creditors and directors Reconstruction of financial affairs of the company Reviewing company's books and records Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions
Statutory reporting on conduct of director(s)	Preparing statutory investigation reports Liaising with Insolvency Service Submission of report with the Insolvency Service Preparation and submission of supplementary information if required Assisting the Insolvency Service with its investigations

General Description	Includes
Floating Charge Assets / Contributions	
EG: Plant & Machinery / Office Equipment ETC	Liaising with director, valuers, auctioneers and interested parties Reviewing asset listings Dealing with potential purchasers Negotiating sales Collecting sales consideration
Employees	
Employee Communication	Receive and follow up employee enquiries via telephone Review and prepare correspondence to employees and their representatives via facsimile, email and post Assisting employees to pursue claims via the RPO Corresponding with the PPF and the Pensions Regulator
Statutory & Compliance	
Reports	Circulating initial report to creditors upon appointment Preparing annual progress report to creditors
Statutory/Advertising	Filing of documents to meet statutory requirements including annual receipts and payments accounts Advertising in accordance with statutory requirements Bonding the case for the value of the assets
Creditors' decisions Advertising Filing statutory documents, bonding.	Preparation of decision procedure notices, proxies/voting forms and advertisements Notice of decision procedure to all known creditors Collate and examine proofs and proxies/votes to conclude decisions For virtual or physical meetings: preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting Responding to queries and questions following decisions
Closure	Review case to ensure all matters have been finalised Obtain clearance to close case from HMRC together with submitting final tax return Obtain final accounts from agents solicitors and others instructed Issue final account to creditors File documents with Registrar of Companies

Appendix II

Expenses summary for period 2 April 2020 to 1 April 2021, cumulative & comparison with estimate for Guardian Legal Ltd in **Creditors' Voluntary Liquidation**

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

Expenses	Original expenses estimate £		Actual expenses incurred in the Review Period £		Actual expenses incurred to date £		Reason for any difference
	Pre	Post	Pre	Post	Pre	Post	
Category 1 Expenses							
Bonding	0.00	30.00	0.00	0.00	0.00	30.00	
Agents' / Valuers' Fees	150.00	0.00	0.00	0.00	460.00	0.00	
Advertising	0.00	150.00	0.00	0.00	0.00	233.25	This higher than anticipated due to the notices which were required to be sent out. The notices are in respect of the liquidation and the appointment of the Joint Liquidators in the London Gazette.
Mail Redirection	0.00	175.00	0.00	0.00	0.00	175.00	
AML Searches	2.80	0.00	0.00	0.00	2.80	0.00	
Postage	47.91	40.00	0.00	0.41	60.77	64.22	
Total Category 1 Expenses	200.71	395.00	0.00	0.41	523.57	502.47	
Category 2 Expenses	Pre	Post	Pre	Post	Pre	Post	
Telephone / Printing / Fax	140.05	33.00	0.00	1.05	41.38	42.42	
Stationery	0.00	5.00	0.00	0.00	0.00	10.00	
Storage	0.00	0.00	0.00	90.00	0.00	600.00	
Total Category 2 Expenses	140.05	38.00	0.00	91.05	41.38	652.42	

WILKIN CHAPMAN BUSINESS SOLUTIONS LIMITED
EXPENSES AND CHARGEOUT RATES
EFFECTIVE FROM 1 APRIL 2021

Expenses

Definitions

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

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

Charging Policy of Wilkin Chapman Business Solutions Limited

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

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

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

Chargeout Rates

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

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

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

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