

in accordance with
Rule 6.28 of the
Insolvency (England &
Wales) Rules 2016 and
Section 106(3) of the
Insolvency Act 1986.

LIQ14

Notice of final account prior to dissolution in CVL



Companies House

WEDNESDAY



A8W7V1NT

A04

08/01/2020

#254

COMPANIES HOUSE

1 Company details

Company number 1 0 1 3 0 2 0 4
Company name in full Babar Khan Restaurant Limited

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

2 Liquidator's name

Full forename(s) Tauseef
Surname Rashid

3 Liquidator's address

Building name/number Kingsland Business Recovery
Street 14 Derby Road
Post town Stapleford
County/Region Nottingham
Postcode N G 9 7 A A
Country

4 Liquidator's name ①

Full forename(s)
Surname

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

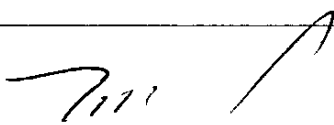
5 Liquidator's address ②

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

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

LIQ14

Notice of final account prior to dissolution in CVL

6	Liquidator's release	
	<input type="checkbox"/> Tick if one or more creditors objected to liquidator's release.	
	:	
7	Final account	
	<input type="checkbox"/> I attach a copy of the final account.	
8	Sign and date	
Liquidator's signature	<div>Signature X  X</div>	
Signature date	<div><div>^d0^d7</div><div>^m0^m1</div><div>^y2^y0^y2^y0</div></div>	

LIQ14

Notice of final account prior to dissolution in CVL



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	Maggi White
Company name	Quantuma LLP
Address	14 Derby Road
	Stapleford
Post town	Nottingham
County/Region	Nottinghamshire
Postcode	N G 9 7 A A
Country	
DX	
Telephone	0800 955 3595



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

Statement of Affairs	£	£	£
	ASSET REALISATIONS		
NIL	Leasehold Property/Improvements	NIL	
5,000.00	Fixtures, Fittings & Equipment	4,000.00	
	Bank Interest Gross	0.87	
			4,000.87
	COST OF REALISATIONS		
	Preparation of S. of A.	3,904.64	
	Office Holders Expenses	96.00	
			(4,000.64)
	PREFERENTIAL CREDITORS		
(800.00)	Employee Arrears/Hol Pay	NIL	
			NIL
	UNSECURED CREDITORS		
(25,380.00)	Trade & Expense Creditors	NIL	
(22,789.00)	Landlord	NIL	
(76,616.00)	Directors	NIL	
(4,500.00)	HM Revenue & Customs	NIL	
			NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	
			NIL
(125,086.00)			0.23
	REPRESENTED BY		
	Bank 2 Current		0.23
			0.23

07 January 2020 12 27

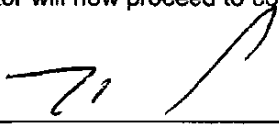
NOTICE OF NO DIVIDEND

Company Name: Barbar Khan Restaurant Limited (In Liquidation) ("the Company")
Company Number: 101030204

This Notice is given under Rule 14.36 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the Company, Tauseef A Rashid, of Quantuma LLP, 14 Derby Road, Stapleford, Nottinghamshire, NG9 7AA who were appointed by the members and creditors.

The Liquidator gives notice confirming that no dividend will be declared in the Liquidation of the Company as the funds realised have already been used or allocated for paying the expenses of the Liquidation.

The Liquidator will now proceed to conclude the Liquidation.

Signed: 
Tauseef a Rashid
Liquidator

Dated: 

NOTICE THAT THE COMPANY'S AFFAIRS ARE FULLY WOUND UP

Company Name: Barbar Khan Restaurant Limited (In Liquidation) ("the Company")
Company Number: 10130204

This Notice is given under Rule 6.28 of the Insolvency (England & Wales) Rules 2016 ("the Rules"). It is delivered by the Liquidator of the Company, Tauseef A Rashid, of Quantuma LLP, 14 Derby Road, Stapleford, Nottingham, NG9 7AA who was appointed by the creditors.

The Liquidator gives notice that the Company's affairs are fully wound up.

Creditors have the right:

- (i) to request information from the Liquidator under Rule 18.9 of the Rules;
- (ii) to challenge the Liquidator's remuneration and expenses under Rule 18.34 of the Rules; and
- (iii) to object to the release of the Liquidator by giving notice in writing, before the end of the prescribed period, to:

Tauseef A Rashid
Quantuma LLP
14 Derby Road, Stapleford, Nottingham, NG9 7AA

The prescribed period ends at the later of: (i) eight weeks after delivery of this notice, or (ii) if any request for information under Rule 18.9 of the Rules or any application to Court under that Rule or Rule 18.34 of the Rules is made, when that request or application is finally determined.

The Liquidator will vacate office under Section 171 of the Insolvency Act 1986 ("the Act") on delivering to the Registrar of Companies the final account and notice saying whether any creditor has objected to release.

The Liquidator will be released under Section 173 of the Act at the same time as vacating office unless any of the Company's creditors objected to release.

Relevant extracts of the Rules referred to above are provided overleaf.

Signed: _____

Tauseef A Rashid
Liquidator

Dated: _____

6/11/19

**RELEVANT EXTRACTS OF RULES 18.9 AND 18.34 OF
THE INSOLVENCY (ENGLAND & WALES) RULES 2016**

Rule 18.9

- (1) The following may make a written request to the office-holder for further information about remuneration or expenses set out in a final report under rule 18.14:
- a secured creditor;
 - an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question); or
 - any unsecured creditor with the permission of the court.
- (2) A request or an application to the court for permission by such a person or persons must be made or filed with the court (as applicable) within 21 days of receipt of the report by the person, or by the last of them in the case of an application by more than one creditor.

Rule 18.34

- (1) This rule applies to an application in a winding-up made by a person mentioned in paragraph (2) on the grounds that:
- the remuneration charged by the office-holder is in all the circumstances excessive;
 - the basis fixed for the office-holder's remuneration under rules 18.16, 18.18, 18.19, 18.20 and 18.21 (as applicable) is inappropriate; or
 - the expenses incurred by the office-holder are in all the circumstances excessive.
- (2) The following may make such an application for one or more of the orders set out in rule 18.36 or 18.37 as applicable:
- a secured creditor; or
 - an unsecured creditor with either
 - (i) the concurrence of at least 10% in value of the unsecured creditors (including that creditor), or
 - (ii) the permission of the court.
- (3) The application by a creditor must be made no later than eight weeks after receipt by the applicant of the final report or account under rule 18.14 which first reports the charging of the remuneration or the incurring of the expenses in question.

BABAR KHAN RESRAURANT LIMITED THE LIQUIDATOR'S FINAL ACCOUNT

6 November 2019

This is the final account on the conduct of the Liquidation of Babar Khan Restaurant Limited following the appointment of Tauseef A Rashid as Liquidator 23 March 2018.

Please note that the Company's affairs are fully wound up and that I am seeking my Release as Liquidator in this matter. The report has been prepared solely to comply with the statutory requirements of The Insolvency Act 1986 and The Insolvency (England and Wales) Rules 2016. This report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by members and creditors for any purpose other than updating them for the purposes, or by any other person for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

OBJECTIONS TO THE LIQUIDATOR'S RELEASE

Creditors may object to the Release of the Liquidator by giving notice, in writing, within 8 weeks of the receipt of this report, or on final determination of any Court application.

Tauseef A Rashid is licensed to act as an Insolvency Practitioner by The Institute Of Chartered Accountants In England and Wales

CONTENTS

- 1. INTRODUCTION**
- 2. THE PROGRESS OF THE LIQUIDATION**
- 3. CREDITORS: CLAIMS AND DISTRIBUTIONS**
- 4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS**
- 5. THE LIQUIDATOR'S FEES AND EXPENSES**
- 6. CLOSURE OF THE LIQUIDATION**

APPENDICES

- Appendix 1** Statutory Information
- Appendix 2** The Liquidator's receipts and payments account as at 6 November 2019
- Appendix 3** Schedule of Liquidator's time costs for the Review Period and the whole period of the Liquidation
- Appendix 4** The Liquidator's Detailed Narrative List of Work Undertaken during the Review Period

ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Liquidator"	Tauseef A Rashid
"Email"	nottingham@quantuma.com
"the Company"	Babar Khan Restaurant Limited (in Liquidation)
"Decision Procedure"	Vote by Correspondence
	Virtual Meeting – allows creditors to participate without the need to attend.
	Electronic Voting – an electronic system that allows creditors to vote without the need to attend.
	Physical Meeting – meeting held at a specific location and time where creditors need to attend in person.
"SIP"	Statement of Insolvency Practice (England & Wales)
"Small Debts"	Claims of £1,000 or less
"Review Period"	Period covered by the report from 23 March 2019 to 6 November 2019

1. INTRODUCTION

This report has been prepared to provide members and creditors with an update on the progress of the Liquidation of the Company since my last report to 22 March 2019.

The report has been prepared in accordance with insolvency legislation to provide members and creditors and the Registrar of Companies with details of the progress made during the Review Period, and with an overview of the conduct of the Liquidation and summary of the information provided in the annual progress reports that have been issued during the Liquidation. Copies of these reports are available on request.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

Details of the appointment of the Liquidator

Tauseef A Rashid of Quantuma was appointed Liquidator of the Company on 23 March 2018.

On 1 April 2019 Kingsland Business Recovery merged with Quantuma LLP. Mr Rashid remains as sole Liquidator in this matter.

2. THE PROGRESS OF THE LIQUIDATION

The Liquidator's receipts and payments account

Attached at Appendix 2 is a receipts and payments account covering the Review Period, together with a summary of the transactions during the course of the Liquidation to the date of this report.

VAT Basis

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately.

Realisation of assets

Fixtures, Fittings and Equipment

As previously reported to creditors, the Company sold its physical assets to an unconnected Company BK Restaurant (Yorkshire) Limited, for the sum of £5,000.

The Liquidator has collected the sale proceeds from BK Restaurant (Yorkshire) Limited however a further £1,000 has been uncollectable.

Gross Bank Interest

In total gross bank interest of £0.64 has been received during the course of the Liquidation.

Administrative, Statutory & Regulatory Tasks

The Liquidator has met a considerable number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progression of the Liquidation, which has ensured that the Liquidator and his staff have carried out the work to high professional standards.

During the Review Period, primarily these tasks have included:

- Drafting and issuing the progress report to creditors;
- Consulting with and instructing staff and independent advisers as regards practical, technical and legal aspects of the case to ensure efficient progress;
- Maintaining electronic case files, which must include records to show and explain the Liquidation and any decisions made by the Liquidator that materially affect the Liquidation;

- Monitoring and maintaining an adequate statutory bond;
- Conducting periodic case reviews to ensure that the Liquidation is progressing efficiently, effectively and in line with the statutory requirements;
- Maintaining and updating the estate cash book and bank accounts, including regular bank and processing receipts and payments; and
- Completing periodic tax returns.
- Closing procedures including preparing the Final Report.

3. CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured creditors

The Company has not granted any charges over its assets.

Preferential creditors

No preferential claims were anticipated, and none have been received.

Prescribed Part

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the unsecured creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

The Company did not grant a floating charge.

Unsecured creditors

Unsecured claims were estimated at £129,288 in the Director's Estimated Statement of Affairs and, to date, four claims have been received totalling £24,679.

Notice of No Dividend

I confirm that no dividend will be distributed as the funds realised have already been distributed or used or allocated for defraying the expenses of the Liquidation.

The Liquidator will now proceed to conclude the Liquidation. Notice of no dividend is enclosed with this final account.

4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

As part of the Liquidator's statutory duties, an investigation into the conduct of the Company Directors was completed.

In this regard, a confidential report was submitted to The Insolvency Service on 8 October 2018.

EU Regulations (Whether Proceedings are Main Proceedings or Territorial)

The Company's centre of main interest was in the UK as their registered office address was 127 Kingsway Leicester, LE3 2PL and their trading address was 55 Forest Road, Leicester, LE5 0LJ and therefore it is considered that the EU Regulations apply. These proceedings are main proceedings as defined in the EU Regulation.

General Data Protection Regulation

In compliance with the General Data Protection Regulation, creditors, employees, shareholders, directors and any other stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link www.quantuma.com/legal-notice/.

Further Information

Please note that the Liquidator is bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>. Additionally the Liquidator is also bound by the regulations of their Licensing Bodies.

To comply with the Provision of Services Regulations, some general information about Quantuma LLP, including our complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information/>.

5. THE LIQUIDATOR'S FEES AND EXPENSES

A copy of 'A Creditors Guide to Liquidator's Fees' effective from 6 April 2017 together with the firm's current schedule of charge-out rates and chargeable disbursements may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and the firm's charge-out rate and disbursement policy may be obtained on request at no cost.

Pre-Appointment Costs

By way of a vote by correspondence held on 9 May 2018, the creditors authorised the fee of £5,000 (inclusive of VAT, plus disbursements) for assisting the directors with placing the Company in Liquidation and with preparing the Statement of Affairs. The Statement of Affairs fee was paid from first realisation after appointment, and is reflected on the Receipts and Payments account, attached at Appendix 2. The total amount of £3,904.64 has been drawn.

Of this amount, £1,000 has been made to HCA Accountants for their assistance with preparing the Statement of Affairs.

Liquidator's Remuneration

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and director then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a manager or director.

Owing to the minimal level of anticipated realisations, the Liquidator has not sought to agree the basis of his remuneration.

The time costs for the Review Period 23 March 2019 to 6 November 2019 total £999.00, representing 5.60 hours at an average hourly rate of £178.39.

The total time incurred by the Liquidator totals £4,146.00, representing 22.20 hours at an average hourly rate of £186.76. No fees have been drawn.

A summary of the time costs for the periods are detailed at Appendix 3.

Liquidator's Expenses

The expenses incurred during the Review Period and to date are compared with the original expenses estimate as follows:

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Advertising	148.42	Nil	215.42	The original expenses estimate has been exceeded as Pre Appointment advertising costs were approved by creditors, but not accounted for in the original estimate
Bank charges	5.00	Nil	Nil	N/a
Bond	96.00	Nil	96.00	N/a
TOTAL	249.42	Nil	311.42	

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Liquidator considers that the original fees estimate is unlikely to be exceeded and the original expenses estimate has been exceeded for the reasons given above.

Creditors' right to request information

Any secured creditor, or unsecured creditor with the support of at least 5% in value of the unsecured creditors or with permission of the Court, may request, in writing, for the Liquidator to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

Creditors' right to challenge remuneration and/or expenses

Any secured creditor, or unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Liquidator is entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

6. CLOSURE OF THE LIQUIDATION

All matters have been concluded and the Liquidator will vacate office and obtain their Release as Liquidator on delivering the final account to the Registrar of Companies.

The company will subsequently be dissolved automatically (cease to exist) three months after the delivery of the final account.

Should you have any queries in regard to any of the above please do not hesitate to contact Narinder Kaur on 0800 955 3595 or by e-mail at nottingham@quantuma.com


Tauseef A Rashid
Liquidator

**BABAR KHAN RESTAURANT LIMITED
(IN LIQUIDATION)**

Appendix 1

STATUTORY INFORMATION

Company Name	Babar Khan Restaurant Limited
Trading Address	4 Dean Clough Mills Bowling Mill Courtyard Halifax HX3 5AX
Trading Name/Former Trading Name	None registered

Proceedings	in Liquidation
Date of Appointment	23 March 2018
Liquidator	Tauseef A Rashid Quantuma LLP 14 Derby Road Stapleford Nottingham NG9 7AA
Email	nottingham@quantuma.com
Registered Office	c/o Quantuma LLP 14 Derby Road Stapleford Nottingham NG9 7AA
Former Registered Office	4 Dean Clough Mills Bowling Mill Courtyard Halifax HX3 5AX
Company Number	10130204
Incorporation Date	18 April 2016

**BABAR KHAN RESTAURANT LIMITED
(IN LIQUIDATION)**

Appendix 2

**THE LIQUIDATOR'S RECEIPTS AND PAYMENTS ACCOUNT
AS AT 6 NOVEMBER 2019**

**Babar Khan Restaurant Limited
(In Liquidation)
Liquidator's Summary of Receipts & Payments**

Statement of Affairs £		From 23/03/2019 To 06/11/2019 £	From 23/03/2018 To 06/11/2019 £
	ASSET REALISATIONS		
	Bank Interest Gross	NIL	0.64
5,000.00	Fixtures, Fittings & Equipment	NIL	4,000.00
NIL	Leasehold Property/Improvements	NIL	NIL
		NIL	4,000.64
	COST OF REALISATIONS		
	Office Holders Expenses	NIL	96.00
	Preparation of S. of A.	674.64	3,904.64
		(674.64)	(4,000.64)
	PREFERENTIAL CREDITORS		
(800.00)	Employee Arrears/Hol Pay	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(76,616.00)	Directors	NIL	NIL
(4,500.00)	HM Revenue & Customs	NIL	NIL
(22,789.00)	Landlord	NIL	NIL
(25,380.00)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
(125,086.00)		(674.64)	NIL
	REPRESENTED BY		
			NIL

**BABAR KHAN RESTAURANT LIMITED
(IN LIQUIDATION)**

SCHEDULE OF THE LIQUIDATOR'S TIME COSTS DURING THE REVIEW PERIOD AND THE LIQUIDATION

Time Entry - Detailed SIP9 Time & Cost Summary

0885 - Babar Khan Restaurant Limited
From: 23/03/2019 To: 06/11/2019
All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
301 File Reviews and Strategy Notes	0.00	0.00	1.50	0.00	1.50	270.00	180.00
Admin & Planning	0.00	0.00	1.50	0.00	1.50	270.00	180.00
401 Periodic Meetings and Reports	0.00	0.00	3.30	0.00	3.30	594.00	180.00
407 Taxation (post appointment)	0.00	0.00	0.70	0.10	0.80	144.00	180.00
Creditors	0.00	0.00	4.00	0.10	4.10	738.00	180.00
Total Hours	0.00	0.00	5.50	0.10	5.60	999.00	178.39
Total Fees Claimed						0.00	

Time Entry - Detailed SIP9 Time & Cost Summary

0885 - Balbar Khan Restaurant Limited
 From: 23/03/2018 To: 06/11/2019
 All Post Appointment Project Codes

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
301 File Reviews and Strategy Notes	0.00	0.00	3.30	0.00	3.30	564.00	169.00
302 Post Appointment Formatives	2.00	0.00	1.00	2.00	5.00	840.00	168.00
Admin & Planning	2.00	0.00	4.30	2.00	8.30	1,384.00	166.84
401 Periodic Meetings and Reports	0.00	0.00	3.30	0.00	3.30	528.00	160.00
402 Pensions Scheme	0.00	0.00	0.60	0.50	0.60	46.00	63.00
407 Taxation (post appointment)	0.00	0.00	1.30	0.40	1.60	242.00	151.25
408 Unsecured Creditors	0.00	0.00	0.40	0.00	0.40	112.00	140.00
Creditors	0.00	0.00	4.90	0.90	5.80	963.00	166.03
501 Correspondence with directors/debtor	0.00	0.00	0.00	0.70	0.70	63.00	90.00
502 Investigative work	0.00	0.00	2.00	0.50	2.50	340.00	136.00
503 Director	2.00	0.00	0.00	0.00	2.00	650.00	325.00
Investigations	2.00	0.00	2.00	1.20	5.00	1,242.00	248.40
502 Property	0.00	0.60	0.00	0.70	1.30	210.00	161.54
503 Bank Debts	0.00	0.00	0.40	0.00	0.40	72.00	180.00
504 Plant & Machinery / Motor Vehicles	0.00	0.00	0.40	0.00	0.40	72.00	180.00
Realisation of Assets	0.00	0.60	0.80	0.70	2.10	357.00	170.00
Total Hours	4.00	0.60	12.90	4.60	22.20	4,146.00	186.76
Total Fees Claimed						0.00	

**BABAR KHAN RESTAURANT LIMITED
(IN LIQUIDATION)**
THE LIQUIDATOR'S DETAILED NARRATIVE LIST OF WORK UNDERTAKEN DURING THE REVIEW PERIOD

Description of work undertaken	Includes
ADMINISTRATION & PLANNING	
Case strategy & completing file reviews	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 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
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
CREDITORS	
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with HMRC	Receive and follow up HMRC enquiries via telephone and email Review and prepare correspondence for HMRC in relation to their enquiries, via email and post
Annual/Progress Reports	Preparing, circulating and filing progress reports.
INVESTIGATIONS	
REALISATION OF ASSETS	
CASHIERING	
Opening, maintaining and managing the Office Holders' cashbook and bank account.	Preparing correspondence opening and closing accounts Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory receipts and payments accounts at Companies House
CLOSING PROCEDURES	
Filing final statutory returns at Companies House/Court	

Current Charge-out Rates of the staff who have worked on the case
Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates may have been subject to periodic increase.

Staff	Charge out rates £
Insolvency Practitioners/Partners	315
Managers	210-250
Administrators	120-180
Secretarial/Administration Support Staff	90