

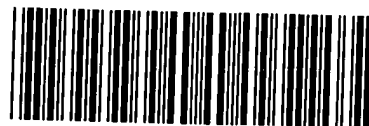
AM23

Notice of move from administration to dissolution



Companies House

TUESDAY



ABAJJD7S

A09

16/08/2022

#174

COMPANIES HOUSE

1 Company details

Company number 1 0 3 5 8 6 7 8

Company name in full Water And Pest Technologies Limited

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

2 Court details

Court name Leeds

Court number C R 2 0 2 1 - L D S 4 0 2

3 Administrator's name

Full forename(s) Jeremy

Surname Bennett

4 Administrator's address

Building name/number Moorend House

Street Snelsins Lane

Post town Cleckheaton

County/Region West Yorkshire

Postcode B D 1 9 3 U E

Country

AM23

Notice of move from administration to dissolution

5 Administrator's name ^①

Full forename(s)

Surname

① Other administrator

Use this section to tell us about another administrator.

6 Administrator's address ^②

Building name/number

Street

Post town

County/Region

Postcode

Country

② Other administrator

Use this section to tell us about another administrator.

7 Final progress report☒ I have attached a copy of the final progress report**8 Sign and date**Administrator's
signature

Signature

X

X

Signature date

d

1

d

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m

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m

8

y

2

y

0

y

2

y

2

**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 **Mark Pintar**

Company name **O'Haras Limited**

Address **Moorend House**

Snelsins Lane

Post town **Cleckheaton**

County/Region **West Yorkshire**

Postcode **B D 1 9 3 U E**

Country

DX **info@oharas.co**

Telephone **01274800380**

**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

**Water And Pest Technologies Limited - In
Administration
(the 'Company')**

15 August 2022

Administrator's Final Progress Report

For the Period 08 March 2022 to 15 August 2022.

CONTENTS

- 1 Statutory Information**
- 2 Progress of the Administration**
- 3 Investigations**
- 4 Creditors**
- 5 Administrator's Remuneration and Disbursements**
- 6 Creditors Request for Further Information**
- 7 End of the Administration**

APPENDICES

- A Receipts and Payments Account for the period 8 March 2022 to 15 August 2022 ("the Reporting Period") together with cumulative Receipts and Payments**
 - B Time Analysis for the Reporting Period together with cumulative Time Analysis in accordance with SIP 9**
-

THE ADMINISTRATOR'S PROGRESS REPORT

1 Statutory Information

- 1.1 The Company's registered number is 10358678
- 1.2 The Court reference number is Business and Property in Courts in Leeds, No CR2021-LDS-000402.
- 1.3 The Company's trading address prior to administration was Office 5 Farrington House, Lancashire Enterprise Business Park, Leyland PR26 6TW. This was also the Company's registered office.
- 1.4 Shortly after my appointment, the registered office of the Company was changed to Moorend House, Snelsins Lane, Cleckheaton, West Yorkshire, BD19 3UE.
- 1.5 Details of the Company's Directors are as follows:

Director	Date appointed	Date Resigned
David Grayston	26 February 2021	N/A
Stephen Holden	24 May 2021	N/A
Anthony Ruddiman	5 September 2016	26 February 2021
Luke Ruddiman	9 September 2016	17 December 2018
James Ruddiman	1 February 2019	26 February 2021

Progress of the Administration

- 2.1 Attached at Appendix A is a summary of my receipts and payments account for the Reporting Period and cumulatively since the date of my appointment.
- 2.2 Detailed below is the progress of asset realisations in this

Cash at Bank

- 2.3 Following my appointment as Administrator the sum of £25,197 being the credit account of the Company's bank account was forwarded to the Administrator's account. The bank account was left open to receive credit balances only, in order to facilitate the collection of book debts. I can confirm that the bank account has now been closed, with a total of £52,217 paid to my account.

Sale of Assets

As previously disclosed to creditors, the Company's assets consisted of Plant & Machinery (comprising of Moulds and Tooling) and Goodwill, including a Trade Mark, a Patent and the Company's website. I instructed my agents Michael Steel & Co RICS ("the Agents") to market these assets for sale via their website and database.

No formal offers were received other than one from Mr A Ruddiman in the sum of £5,000. The Agents advised that due to a lack of interest and the nominal value of the Goodwill and Moulds, this offer should be accepted.

- 2.5 There are no further assets to realise in this matter.

3 Investigations

- 3.1 In accordance with the Company Directors Disqualification Act 1986 I have submitted a report on the conduct of the Directors of the Company to the Department for Business, Innovation and Skills. As this is a confidential report, I am not able to disclose the contents.
- 3.2 In line with my duty as Administrator, I have conducted investigations into the Company's affairs in accordance with Statement of Insolvency Practice 2 ('SIP 2'). When considering whether there were any matters that justified further investigation, I took into account public interest, potential recoveries, the availability of funding for the investigation and the associated costs of the investigation.
- 3.3 I can confirm that my investigations into the Company's affairs have concluded and that no action has taken against the Director or any other third parties.

4 Creditors

Secured Creditors

- 4.1 The secured creditor in this matter is The Ruddiman Family who hold a debenture creating a fixed and floating charge which was created on 18 December 2020 and registered on 22 December 2020.

The Ruddimans were owed £1,630,000 under their debenture The sum of £49,500 has been paid in respect of this claim.

Preferential Creditors

- 4.2 As previously reported there are no preferential creditors in this matter.

HM Revenue & Customs were a secondary preferential creditor in the sum of £22,094 according to the Director's Statement of Affairs. I confirm that a claim in the sum of £9,632 has been submitted. There has been no dividend paid in this regard.

Unsecured Creditors

- 4.3 Unsecured creditors were estimated at £55,000 as per the Director's Statement of Affairs. Claims totalling £36,580 have been received.

5 Administrator's Remuneration and Disbursements

Administrator's Remuneration

- 5.1 Following creditors' approval of my Administrator's Proposals, on 12 November 2021, I can confirm that the sum of £5,592 has been drawn as a fixed fee in respect of all pre and post appointment time.
- 5.2 My time costs for the Reporting Period amount to £2,980 from a total of 9.20 hours spent which equates to an average hourly rate of £323.91. Total time costs since the date of my appointment are £19,040.00 from a total of 50.50 hours at an average rate of £377.03 per hour.

- 5.3 Attached at Appendix B is an analysis, in accordance with the provisions of Statement of Insolvency Practice 9 ('SIP9') that details my time costs incurred by work category for the Reporting Period. Included with that analysis is a description of the routine work carried out within each of the work categories.
- 5.4 The amounts are derived by reference to normal rates for time properly given by me and my staff in attending to matters arising in the administration, details of which have been previously circulated to creditors.
- 5.5 Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk>.
- 5.6 I am required, under SIP9, to provide creditors with information relating to the Administrator's fees. This information is contained within a document entitled 'Guide to Administrators' Fees, which is available at <https://www.r3.org.uk/what-we-do/publications/professional/fees>; please note that there are different versions of the Guidance Notes and in this case you should refer to the April 2017 version. If you are unable to access or download a guide, please contact this office and a copy will be provided to you free of charge.

Disbursements

- 5.7 The disbursements charged to the case comprise of external supplies of incidental services specifically identifiable to the case, such as case advertising, travel invoices, external room-hire and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case. The following external disbursements (Category 1) have been paid and recharged to the case:

	Pre Reporting Period (£)	Total (£)	Per Fees Estimate & Proposals (£)
Specific Bond	388.00	388.00	83.00
Statutory Advertising	165.90	165.90	250.00
Total	229.90	553.90	333.00

- 5.8 Also incurred are disbursements relating to internal supplies or services specifically identifiable to the case, such as photocopying, postage, telephone and fax. These items are classified as Category 2 disbursements and are charged to the case on the recovery basis detailed in my Proposals.
- 5.9 Specific authority was obtained from creditors through the approval of my Proposals for the Administrator to draw internal (Category 2) disbursements, as defined by SIP 9, as and when incurred. I can confirm that Category 2 disbursements totalling £72.24 have been incurred and recharged to the case.

Professional Advisors

- 5.10 Legal advice has been sought from Gunner Cooke LLP. Their work has consisted providing advice regarding my appointment and drafting and filing the relevant appointment documentation. I can confirm that their time costs to date are in line with those provided in my fees estimate which was issued to creditors along with my

proposals. I can confirm that the sum of £1,000 plus VAT has been paid in this regard.

- 5.11 Michael Steel & Co Chartered Surveyors ("the Agents") were instructed to provide valuation of the Company's assets and advise on the sale thereof. I can confirm that they have been paid the sum of £500 plus VAT.

6 Creditors Request for Further Information

- 6.1 In accordance with Rule 18.9 of the Insolvency (England and Wales) Rules 2016 creditors with the concurrence of at least 5% in value of the general body of unsecured creditors are entitled to request further information relating to the Administrator's remuneration and expenses. Such requests must be made within 21 days of receipt of this report. In the event the requesting creditor does not hold a concurrence of at least 5% an application to court may be made to obtain the necessary permission. Such applications need to be made within 21 days of receipt of this report.
- 6.2 In addition to the above and in accordance with Rule 18.34 of the Insolvency (England and Wales) Rules 2016, creditors are entitled to make a claim that the Administrator's remuneration and/or expenses are excessive. Such claims should be made in the form of an application to court no later than 8 weeks after this final progress report has been received.

7 Ending the Administration

- 7.1 My administration in this case has been finalised and there have been insufficient realisations to allow a distribution to the unsecured creditors. Therefore, the necessary forms will be filed at Companies House with this report in order to move the Company from Administration to Dissolution, pursuant to paragraph 84(1) of Schedule B1 to the Insolvency Act 1986.

Should you require any further information, please do not hesitate to contact Mark Pintar at this office.

Yours faithfully



J Bennett
Administrator

Enc

Authorised to act as an insolvency practitioner by the Insolvency Practitioners Association.

The affairs, business and property of the Company are being managed by the Administrator. The Administrator acts as agent of the Company and without personal liability

Appendix A

Receipts and Payments Account for the period 08 September 2021 to 15 August 2022 together with cumulative Receipts and Payments

Water And Pest Technologies Limited
(In Administration)
Administrator's Summary of Receipts & Payments

Statement of Affairs ALL	From 08/03/2022 To 15/08/2022 ALL	From 08/09/2021 To 15/08/2022 ALL
SECURED CREDITORS		
Chargeholder (1)	1,000.00	49,500.00
	(1,000.00)	(49,500.00)
ASSET REALISATIONS		
Bank Interest Gross	0.02	0.54
Cash at Bank	NIL	52,217.93
Sale of Assets	NIL	5,000.00
	0.02	57,218.47
COST OF REALISATIONS		
Administrator's Fees	592.33	5,592.33
Agents/Valuers Fees (1)	500.00	500.00
Category 2 Disbursements	72.24	72.24
Legal Fees (1)	NIL	1,000.00
Specific Bond	NIL	388.00
Statutory Advertising	NIL	165.90
	(1,164.57)	(7,718.47)
	(2,164.55)	0.00
REPRESENTED BY		
		NIL

Jeremy Bennett
Administrator

Appendix B

**Time Analysis for the period 08 September 2021 to 15 August 2022
together with cumulative Time Analysis in accordance with SIP 9**

Time Entry - SIP9 Time & Cost Summary

W710 - Water And Pest Technologies Limited
All Post Appointment Project Codes
To: 15/08/2022

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	4.70	27.30	0.00	1.60	33.60	12,140.00	361.31
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.30	0.00	0.00	0.30	120.00	400.00
General Disbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	2.40	0.00	0.00	2.40	840.00	350.00
Realisation of Assets	6.00	8.20	0.00	0.00	14.20	5,940.00	418.31
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	10.70	38.20	0.00	1.60	50.50	19,040.00	377.03
Total Fees Claimed						5,000.00	
Total Disbursements Claimed						0.00	

Time Entry - SIP9 Time & Cost Summary
Category 2 Disbursements

W710 - Water And Pest Technologies Limited
To: 15/08/2022

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	Disbursement Category	Amount
13/09/2021	Reports to Creditors: DNS223 Report to Creditors	Category 2	6.45
		Total	6.45

Time Entry - SIP9 Time & Cost Summary

W710 - Water And Pest Technologies Limited
All Post Appointment Project Codes
From: 08/03/2022 To: 15/08/2022

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Administration & Planning	0.00	8.00	0.00	1.20	9.20	2,980.00	323.91
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Disbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.00	8.00	0.00	1.20	9.20	2,980.00	323.91
Total Fees Claimed						0.00	
Total Disbursements Claimed						0.00	

Water and Pest Technologies Limited – In Creditors' Voluntary Liquidation

Comparison Of Time By Staff Grade: Fees Estimate V Actual Time

	Partner		Manager		Other Senior Professionals		Assistants & Support Staff		Total Hours		Total Time Costs		Average Hourly Rate	
	Fees Estimate	Actual	Fees Estimate	Actual	Fees Estimate	Actual	Fees Estimate	Actual	Fees Estimate	Actual	Fees Estimate	Actual	Fees Estimate	Actual
Admin & Planning	6.00	4.70	9.00	27.30	0.00	0.00	0.00	1.60	15.00	33.60	£5,850.00	£12,140.00	£390.00	£361.31
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	£0.00	£0.00	£0.00	£0.00
Creditors	0.00	0.00	3.00	0.30	0.00	0.00	2.00	0.00	5.00	0.30	£1,250.00	£120.00	£250.00	£400.00
Investigations	3.00	0.00	4.00	2.40	0.00	0.00	4.00	0.00	11.00	2.40	£3,450.00	£840.00	£313.64	£350.00
Realisations of Assets	2.00	6.00	3.00	8.20	0.00	0.00	2.00	0.00	7.00	14.20	£2,450.00	£5,940.00	£350.00	£418.31
Total Hours	11.00	10.70	19.00	38.20	0.00	0.00	8.00	1.60	38.00	50.50	£13,000.00	£19,040.00	£342.11	£377.03

Addendum to Creditors' Guide to Fees
Practice Fees and Disbursements Recovery Policy

Introduction

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

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk>. Details about how an office holder's fees may be approved for each case type are available in a series of guides issued with Statement of Insolvency Practice 9 (SIP 9) and can be accessed at <http://www.r3.org.uk/what-we-do/publications/professional/fees>. Alternatively, a hard copy may be requested from O'Haras Limited of Moorend House, Snelsins Lane, Cleckheaton, West Yorkshire, BD19 3UE.

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

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

Time Cost basis

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

Charge out Rates

Grade of Staff	Current Charge out Rate (Effective from 6 April 2021) £ per hour
Insolvency Practitioner	650
Managing Director	500
Director	400
Senior Manager	350
Manager	250
Administrator	200
Time costs are calculated using 6-minute units.	

These charge out rates are reviewed on 1 January each year and are adjusted to take account of inflation and the firm's overheads.

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

- Administration and planning
- Investigations
- Realisations of Assets
- Creditors
- Trading
- Case Specific Matters

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

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

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

Percentage basis

The legislation allows fees to be charged on a percentage of the value the property with which the office holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets. In cases where we were appointed prior to 1 October 2015 most of our fees were recovered on a time costs basis and appropriate authority was obtained from the creditors or the committee as set down in the legislation. The legislation changed on 1 October 2015 however we do not look to seek our remuneration on a percentage basis.

However, where we do look to recover our fees on a percentage basis a report accompanying any fee request will set out the potential assets in the case, the remuneration percentage proposed for any realisation and the work covered by that remuneration, as well as the expenses that will be or are likely to be incurred. Expenses can be incurred without approval but must be disclosed to help put the remuneration request into context.

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

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

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

Fixed Fee Basis

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

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

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

Members' Voluntary Liquidations and Voluntary Arrangements

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

All Bases

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

Agent's Costs

These are charged at cost, based upon the charge made by the Agent instructed. The term Agent includes:

- Statutory Advertising
- Solicitors/Legal Advisors
- Auctioneers/Valuer's
- Accountants
- Quantity Surveyors
- Estate Agents
- Other Specialist Advisors

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

Disbursements

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

Category 1 expenses are directly referable to an invoice from a third party, which is either in the name of the estate or O'Haras Limited; in the case of the latter, the invoices make a reference to, and therefore can be directly attributed to, the estate. These disbursements are recoverable in full from the estate without the prior

approval of creditors, either by a direct payment from the estate or where the firm has made payment on behalf of the estate, by a recharge of the amount invoiced by the third party. Examples of Category 1 disbursements are statutory advertising, external meeting room hire, external storage and archiving costs, specific bond insurance, Company search fees, postage, travel expenses and photocopying (where a third party is used).

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

The following Category 2 disbursements are to be recovered as follows:

Postage:	
1 st Class	£1.40
2 nd Class	£1.10
Airmail	£2.00
Other	According to weight and size
Photocopying	Up to 25p per sheet
Mileage	70p per mile
Internal Room Hire	£25 - £100 per meeting

Description of Work	Estimated time to be undertaken the work (Hours)	Estimated value of the time costs to undertake the work (£)	Blended charge out rate to undertake the work (£)			
	Fees Estimate	Actual	Fees Estimate	Actual	Fees Estimate	Actual
Administration and Planning This type of work involves: <ul style="list-style-type: none">• Case acceptance and ethical reviews.• Completing case strategy notes.• Holding strategy meetings.• Managing and maintaining the case on the Firm's client system and our specialist insolvency software system.• Bank account and administration• Planning/Reviews.• Books and records storage.• Meeting of creditors. This work also requires the following reporting requirements as prescribed by statute: <ul style="list-style-type: none">• Annual progress reports.• Reporting to Creditors in respect of fee and expenses approvals.• Reporting the outcome of any meetings.• Closure Reporting and convening the final meeting of creditors.• Preparation and lodgement of statutory appointment documents.• Initial notices following appointment.• Case monitoring and statutory compliance, including internal case reviews.• Case bordereau. Cashiering work is required to ensure that the estate bank account is operated in accordance with guidance issues by my regulatory body. Work in this regard is likely to involve: <ul style="list-style-type: none">• Establishing set up of case details on our insolvency software system.• Setting up bank accounts, including deposit accounts as necessary.• Bank account maintenance, including periodic reconciliations.• Issuing payments and banking receipts and preparing the appropriate paperwork for such transactions. This work is necessary to ensure that the case is administered correctly and in line with statutory requirements. Taxation work is also required to be completed which will include: <ul style="list-style-type: none">• Notifying HM Revenue & Customs ("HMRC") of my appointment and establishing whether they have any outstanding claims or ongoing investigations. Such enquiries will assist with my own investigations.	15.00	33.60	£5,850.00	£12,140.00	£390.00	£361.31

Description of Work	Estimated time to be undertaken the work (Hours)	Estimated value of the time costs to undertake the work (£)	Blended charge out rate to undertake the work (£)			
<u>Case Specific Matters</u> This type of work involves any matters that are specific to the complexity and type of case	0.00	0.00	£0.00	£0.00	£0.00	£0.00
<u>Realisation of Assets</u> The type of work will involve: <ul style="list-style-type: none"> Realisation of tangible and intangible assets. Book debt collections. Recovery of assets as a result antecedent transactions. 	7.00	14.20	£2,450.00	£5,940.00	£350.00	£418.31
<u>Creditors</u> In order to ensure that creditors are dealt with appropriately, the following work has been required: <ul style="list-style-type: none"> Responding to any queries which arise. Logging creditor claims. Convening and attending Creditors' Meetings and preparing minutes of these meetings. Collating information from the Company's records to assist with claim adjudication work. In addition to this, if distributions are anticipated, the following work will be required to prepare the distributions: <ul style="list-style-type: none"> Unsecured creditors – adjudicated of claims, requesting further information where necessary and dealing with rejected claims. 	5.00	0.30	£1,250.00	£120.00	£250.00	£4000.00
<u>Investigations</u> This type of work includes: SIP 2 Review: <ul style="list-style-type: none"> Correspondence to request information on the company's dealings, making further enquiries of third parties. Reviewing questionnaires submitted by creditors. 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. Liaising with the committee/creditors or major creditors about further action to be taken. 	11.00	2.40	£3,450.00	£840.00	£313.64	£350.00

Description of Work	Estimated time to be undertaken the work (Hours)	Estimated value of the time costs to undertake the work (£)	Blended charge out rate to undertake the work (£)
<p>Reporting on conduct of director(s):</p> <ul style="list-style-type: none"> • Liaising with the Insolvency Service. • Assisting the Insolvency Service with its investigations. <p>If Legal proceedings were required following our investigations, then the following work would be involved:</p> <p>Litigation/Recoveries:</p> <ul style="list-style-type: none"> • Strategy meeting regarding litigation. • Seeking funding from creditors. • Reviewing terms of solicitors' conditional fee agreements. • Preparing brief to solicitors/counsel. • Liaising with solicitors regarding recovery actions. • Dealing with ATE insurers. • Attending to negotiations. • Attending to settlement matters 			
Grand Total For All Categories of Work	38.00	50.50	£13,000.00
			£19,040.00
			£342.11
			£377.03

PROVISIONS OF SERVICES REGULATIONS SUMMARY SHEET FOR O' HARAS LIMITED

The following information is designed to draw the attention of interested parties to the information required to be disclosed by the Provision of Services Regulations 2009.

Licensing Body

Jeremy Bennett is licensed to act as an Insolvency Practitioner ("IP") in the United Kingdom by the Insolvency Practitioners Association ("IPA").

Code of Ethics and Rules Governing Actions

All IP's are bound by the rules of their professional body, including any that relate specifically to insolvency. All IPA members are required to act in accordance with the IPA's Ethics Code for Members as well as complying with the Statement of Insolvency Practice (SIP's) and to take account of guidance given by the IPA. Details of the required code of ethics, regulations and guidance can be found at <http://www.insolvency-practitioners.org.uk/regulation-and-guidance/regulation-and-guidance>.

Data Protection

When submitting details of your claim in the liquidation, you may disclose personal data to the Liquidator. The processing of personal data is regulated in the UK by the General Data Protection Regulation EU 2016/679 as supplemented by the Data Protection Act 2018, together with other laws which relate to privacy and electronic communications. The Liquidator acts as Data Controller in respect of personal data he obtains in relation to this liquidation and is therefore responsible for complying with Data Protection Law in respect of any personal data he processes. The Liquidator's privacy notice, which is available on request, explains how we process your personal data. Terms used in this clause bear the same meanings as are ascribed to them in Data Protection Law.

Complaints

At O'Haras Limited we always strive to provide a professional and efficient service. However, we recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. As such, should you have any comments or complaints regarding the administration of a particular case then in the first instance you should contact the IP acting as office holder (Jeremy Bennett).

If you consider that the IP has not dealt with your comments or complaint appropriately you should then put details of your concerns in writing to Stephen O'Hara, addressed to our offices situated at Moorend House, Snelsins Lane, Cleckheaton, West Yorkshire, BD19 3UE who will then endeavour to deal with this.

Most disputes can be resolved amicably either through the provision of further information or following negotiations. However, if you are not satisfied that your complaint has been resolved or dealt with appropriately, then you may complain to the regulatory body that licenses the insolvency practitioner concerned. Any such complaints should be addressed to The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Holbeck, Leeds, LS11 9DA and you can make a submission using an on-line form available at: www.gov.uk/complain-about-insolvency-practitioner; or you can email: insolvency.enquiryline@insolvency.gsi.gov.uk; or you may phone: 0300 678 0015 – calls are charged at up to 12p per minute from a land line, or for mobiles, between 3p and 45p per minute if you are calling from the UK.

Professional Indemnity Insurance

O'Haras Limited's professional indemnity insurance is provided by Aqueous Protect.

VAT

O'Haras Limited is registered for VAT under registration number 975 6645 64.