In accordance with Rule 5.10 of the Insolvency (England & Wales) Rules 2016 & Section 94(3) of the Insolvency Act 1986.

LIQ13 Notice of final account prior to dissolution in MVL



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

1	Company details	
Company number	1 1 2 5 6 1 2 8	→ Filling in this form
Company name in full	Hudson & Guide Post Limited	Please complete in typescript or in bold black capitals.
2	Liquidator's name	
Full forename(s)	Peter	
Surname	Charalambous	
3	Liquidator's address	
Building name/number	Mountview Court	
Street	1148 High Road	
Post town	Whetstone	
County/Region	London	
Postcode	N 2 0 0 R A	
Country		
4	Liquidator's name •	
Full forename(s)		• Other liquidator Use this section to tell us about
Surname		another liquidator.
5	Liquidator's address ❷	
Building name/number		Other liquidator Use this section to tell us about
Street		another liquidator.
Post town		
County/Region		
Postcode		
 Country		

LIQ13
Notice of final account prior to dissolution in MVL

6	Final account	
	☑ I have delivered the final account of the winding up to the members in accordance with Section 94(2) and attach a copy.	
7	Sign and date	
Liquidator's signature	X A X	
Signature date		

LIQ13

Notice of final account prior to dissolution in MVL

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	Peter Charalambous			
Company name	Kallis & Company			
Address	Mountview Court			
	1148 High Road			
Post town	Whetstone			
County/Region	London			
Postcode	N 2 0 0 R A			
Country				
DX				
Telephone	020 8446 6699			

✓ 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

Hudson & Guide Post Limited - In Members' Voluntary Liquidation

LIQUIDATOR'S FINAL ACCOUNT TO MEMBERS TO 08 NOVEMBER 2023

STATUTORY INFORMATION

Company name: Hudson & Guide Post Limited

Company number: 11256128

Trading address: Ibex House 162-164 Arthur Road, Wimbledon, London, SW19

8AQ

Registered office: Mountview Court

1148 High Road Whetstone London N20 0RA

Former registered office: Ibex House 162-164 Arthur Road

Wimbledon London SW19 8AQ

Principal trading activity: Literary Products - Patent & Copyright

Liquidator's name: Peter Charalambous

Liquidator's address: Mountview Court, 1148 High Road, Whetstone, London, N20

0RA

Date of appointment: 11 December 2020

LIQUIDATORS' ACTIONS SINCE THE COMMENCEMENT OF THE LIQUIDATION

Since the date of appointment, actions have been taken to realise the assets of the Company, settle all relevant taxes and costs, and to distribute any surplus to the Company's shareholders.

I have liaised with Crown departments to verify that all pre-appointment and post-appointment returns have been submitted and received full tax clearance in this regard.

I have also liaised with HMRC in relation to an early repayment refund and VAT reclaim, this has been received in full from the Corporation Tax Office.

I have liaised with the company's bankers, to ensure that all accounts held in the company's name have been closed and I have received confirmation in this regard.

Notice to creditors to prove has been advertised in accordance with statutory guidelines giving any possible or unknown creditor the option to lodge a claim should this be appropriate. No claims have been lodged other than from creditors included in the Declaration of Solvency and the period to allow any claim to be notified to this office expired on 14 January 2020.

There is also certain work that I am required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the members. A description of the routine work undertaken since the date of the commencement of the Liquidation is contained in Appendix [2].

RECEIPTS AND PAYMENTS ACCOUNT

My Receipts & Payments Account for the period from 11 December 2020 to 08 November 2023 is attached at Appendix [2]. All amounts are shown net of VAT. I have reconciled the account against the financial records that I am required to maintain.

ASSET REALISATIONS

Tax Refund

A CT refund has been received of £16,884.13, which includes £16,039.12 in relation to a VAT reclaim that was transferred to the CT record, and the balance has been received in relation to an early repayment refund and a repayment from a previous period. This amount was received on 14 June 2023.

Cash at bank £

As per the Declaration of Solvency, a total of £186,651.09 was anticipated to be received in relation to the balance in the Company's bank account. The total of £186,651.09 was received in this regard and has been distributed to members.

Cash at bank USD to £

As per the Declaration of Solvency, a total of £376,553.51 was anticipated to be received in relation to the balance in the Company's bank account. The total of £374,089.50 was received in this regard and distributed to members. The difference was due to fluctuation in currency.

VAT Reclaim

As per the Declaration of Solvency a total of £17,013.02 was estimated to be due to the Company in respect of VAT Reclaims. £973.90 was received in this regard, relating to several invoices reclaimed during the course of liquidation.

A total of £16,039.12, was due to the company in relation to historic VAT periods, however this amount was transferred by HMRC to the CT record and the refund was received from the CT department as stated above.

Directors Loan Account

In accordance with the Declaration of Solvency a Directors Loan Account was established of £10,000.00, as such this amount was distributed in specie on 11 December 2020.

Bank Interest Gross

I would advise that all asset realisations within the liquidation were held within an interest-bearing account. I can confirm that interest totalling £0.90 has been received on the account.

LIABILITIES

Secured Creditors

An examination of the Company's mortgage register held by the Registrar of Companies, showed that the Company has no current charges over its assets.

Preferential Creditors

The Declaration of Solvency did not anticipate any preferential creditors and no claims have been received.

Non-Preferential Unsecured Creditors

Crown Creditors

The Declaration of Solvency included £15,989.12 owed to HMRC. HMRC's final claim of £15,989.12 has been received and paid in full.

Unsecured Creditors

The Declaration of Solvency did not anticipate any other non-preferential unsecured creditors and no further claims have been received other than HMRC.

Share Capital

All creditors have been paid in full no statutory interest was due in this regard, as payment was made on the appointment date, and the following distributions have been made to the members:

Mrs Melissa Ann Pinmental

Date	Amount distribution	Rate of distribution per share
11 December 2020	£231,110.00	£4,622.20
18 December 2020	£44,241.00	£884.82
13 July 2023	£10,760.45	£215.21
07 Nov 2023	£37.29	£0.75

Mr Simon Robertson

Date	Amount distribution	Rate of distribution per share
11 December 2020	£231,110.00	£4,622.20
18 December 2018	£44,241.00	£884.82
13 July 2023	£10,760.45	£215.21
07 Nov 2023	£37.30	£0.75

KALLIS INSOLVENCY PRACTITIONERS' FEE & LIQUIDATOR'S REMUNERATION

It was agreed with the directors and reported to the shareholders of the Company at a meeting held on 18 November 2020, that a fee be paid to Kallis Insolvency Practitioners of £4,809.50 including disbursements plus VAT in respect of matters up to and including the meeting of Members, including assisting in the preparation of the Declaration of Solvency. This has been paid in full.

No resolution was taken in respect of the Liquidator's remuneration and none has been paid.

My firm's disbursements recovery policy is attached as Appendix 3.

A copy of 'A Members' Guide to Liquidators' Fees' published by the Association of Business Recovery Professionals and 'Statement of Insolvency Practice 9' are available at the link http://www.kallis.co.uk/downloads. Hard copies can be obtained on request to my office.

LIQUIDATORS' EXPENSES

Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder and then reimbursed to the office holder from the estate. Expenses are split into:

- category 1 expenses, which are payments to persons providing the service to which the
 expense relates who are not an associate of the office holder; and
- category 2 expenses, which are payments to associates or which have an element of shared costs. Before being paid category 2 expenses require approval in the same manner as an office holder's remuneration.

I have incurred total expenses of £53.87 in relation to bank charges, all of which were incurred and drawn in the period 11 December 2020 to 10 December 2021.

Exchange rate difference of £333.63, is a rounding figure, this is due to the exchange rate difference of the conversion of USA Dollars into Sterling as at the preparation of the Declaration of Solvency, and then the conversion once the funds were received.

FURTHER INFORMATION

To comply with the Provision of Services Regulations, some general information about Kallis & Company can be found at https://www.kallis.co.uk/legal/.

SUMMARY

If members have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Christina Chrysanthou on 020 8446 6699, or by email at Christina@kallis.co.uk before our release.

Peter Charalambous LIQUIDATOR

Appendix [1]

1. Administration and Planning

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

- Case planning devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Setting up electronic case files.
- Setting up the case on the practice's electronic case management system and entering data.
- Issuing the statutory notifications to creditors and other required on appointment as office holder, including gazetting the office holder's appointment.
- Obtaining a specific penalty bond.
- Dealing with all routine correspondence and emails relating to the case.
- Opening, maintaining and managing the office holder's estate bank account.
- Creating, maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Declaring and paying a distribution to members
- Preparing, reviewing and issuing annual progress reports to the members.
- Filing returns at Companies House.
- Preparing and filing VAT returns.
- Preparing and filing Corporation Tax returns.
- Seeking closure clearance from HMRC and other relevant parties.
- Preparing, reviewing and issuing a draft final account of the liquidation to the members.
- Issuing the final account to the members
- Filing the final account at Companies House.

1. Creditors

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

Distributions - the office holder has to undertake certain statutory formalities in order to enable him to make a distribution to creditors. This include writing to all creditors who have not lodged proofs of debt and reviewing the claims and supporting documentation lodged by creditors in order to formally agree their claims, which may involve requesting additional information and documentation from the creditors.

- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.
- Issuing a notice of intended dividend and placing an appropriate gazette notice.
- Reviewing proofs of debt received from creditors, adjudicating on them and formally admitting them for the payment of a dividend.
- Requesting additional information from creditors in support of their proofs of debt in order to adjudicate on their claims.
- Calculating and paying a dividend to creditors, and issuing the notice of declaration of dividend.

Hudson & Guide Post Limited (In Liquidation) Liquidator's Summary of Receipts and Payments

(£) (£) (£) (£) Tax Refund 0.00 16,958.72 16,958.72 Cash at Bank £ 186,651.09 186,651.09 0.00 186,651.09 Cash at bank USD to £ 376,553.51 374,089.50 0.00 374,089.50 VAT Reclaim 17,013.02 973.90 0.00 973.90 Directors Loan Account 10,000.00 10,000.00 0.00 10,000.00 Bank Interest Gross 571,715.39 16,958.72 588,674.11 PAYMENTS Bank Charges 53.87 0.00 53.87 Exchange rate difference 333.63 0.00 333.63 HM Revenue & Customs (CT) (15,989.12) 15,989.12 0.00 15,989.12 Ordinary Shareholders 567,078.62 21,595.49 588,674.11 Net Receipts/(Payments) 4,636.77 (4,636.77) 0.00 MADE UP AS FOLLOWS 4,636.77 (4,636.77) 0.00	RECEIPTS	Declaration of Solvency	From 11/12/2020 To 11/12/2022	From 12/12/2022 To 08/11 /2023	Total
Cash at Bank £ 186,651.09 186,651.09 0.00 186,651.09 Cash at bank USD to £ 376,553.51 374,089.50 0.00 374,089.50 VAT Reclaim 17,013.02 973.90 0.00 973.90 Directors Loan Account 10,000.00 10,000.00 0.00 0.00 10,000.00 Bank Interest Gross 0.90 0.90 0.00 0.90 FAYMENTS Bank Charges 53.87 0.00 53.87 Exchange rate difference 333.63 0.00 333.63 HM Revenue & Customs (CT) (15,989.12) 15,989.12 0.00 15,989.12 Ordinary Shareholders 567,078.62 21,595.49 572,297.49 MADE UP AS FOLLOWS Bank 1 Current NIB 4,636.77 (4,636.77) 0.00		(£)	(£)	(£)	(£)
Cash at bank USD to £ 376,553.51 374,089.50 0.00 374,089.50 VAT Reclaim 17,013.02 973.90 0.00 973.90 Directors Loan Account 10,000.00 10,000.00 0.00 10,000.00 Bank Interest Gross 571,715.39 16,958.72 588,674.11 PAYMENTS Bank Charges 53.87 0.00 53.87 Exchange rate difference 333.63 0.00 333.63 HM Revenue & Customs (CT) (15,989.12) 15,989.12 0.00 15,989.12 Ordinary Shareholders 567,078.62 21,595.49 572,297.49 Net Receipts/(Payments) 4,636.77 (4,636.77) 0.00 MADE UP AS FOLLOWS 4,636.77 (4,636.77) 0.00	Tax Refund		0.00	16,958.72	16,958.72
VAT Reclaim 17,013.02 973.90 0.00 973.90 Directors Loan Account 10,000.00 10,000.00 0.00 10,000.00 Bank Interest Gross 571,715.39 16,958.72 588,674.11 PAYMENTS Bank Charges 53.87 0.00 53.87 Exchange rate difference 333.63 0.00 333.63 HM Revenue & Customs (CT) (15,989.12) 15,989.12 0.00 15,989.12 Ordinary Shareholders 550,702.00 21,595.49 572,297.49 Net Receipts/(Payments) 4,636.77 (4,636.77) 0.00 MADE UP AS FOLLOWS Bank 1 Current NIB 4,636.77 (4,636.77) 0.00	Cash at Bank £	186,651.09	186,651.09	0.00	186,651.09
Directors Loan Account Bank Interest Gross 10,000.00 0.90 10,000.00 0.90 10,000.00 0.90 PAYMENTS Bank Charges Exchange rate difference HM Revenue & Customs (CT) Ordinary Shareholders 53.87 333.63 0.00 15,989.12 0.00 15,989.12 0.00 15,989.12 0.00 21,595.49 0.00 15,989.12 0.00 21,595.49 1572,297.49 572,297.49 Net Receipts/(Payments) 4,636.77 4,636.77 (4,636.77) 0.00 0.00 MADE UP AS FOLLOWS Bank 1 Current NIB 4,636.77 4,636.77 (4,636.77) 0.00 0.00					
Bank Interest Gross 0.90 0.00 0.90 571,715.39 16,958.72 588,674.11 PAYMENTS Bank Charges 53.87 0.00 53.87 Exchange rate difference 333.63 0.00 333.63 HM Revenue & Customs (CT) (15,989.12) 15,989.12 0.00 15,989.12 Ordinary Shareholders 567,078.62 21,595.49 572,297.49 Net Receipts/(Payments) 4,636.77 (4,636.77) 0.00 MADE UP AS FOLLOWS Bank 1 Current NIB 4,636.77 (4,636.77) 0.00		•			
S71,715.39 16,958.72 588,674.11		10,000.00	·		· ·
Bank Charges 53.87 0.00 53.87 Exchange rate difference 333.63 0.00 333.63 HM Revenue & Customs (CT) (15,989.12) 15,989.12 0.00 15,989.12 Ordinary Shareholders 550,702.00 21,595.49 572,297.49 Net Receipts/(Payments) 4,636.77 (4,636.77) 0.00 MADE UP AS FOLLOWS Bank 1 Current NIB 4,636.77 (4,636.77) 0.00	Bank Interest Gross		0.90	0.00	0.90
Bank Charges 53.87 0.00 53.87 Exchange rate difference 333.63 0.00 333.63 HM Revenue & Customs (CT) (15,989.12) 15,989.12 0.00 15,989.12 Ordinary Shareholders 550,702.00 21,595.49 572,297.49 Net Receipts/(Payments) 4,636.77 (4,636.77) 0.00 MADE UP AS FOLLOWS Bank 1 Current NIB 4,636.77 (4,636.77) 0.00			571,715.39	16, 958.72	588, 674.11
Exchange rate difference 333.63 0.00 333.63 HM Revenue & Customs (CT) (15,989.12) 15,989.12 0.00 15,989.12 Ordinary Shareholders 550,702.00 21,595.49 572,297.49 Net Receipts/(Payments) 4,636.77 (4,636.77) 0.00 MADE UP AS FOLLOWS Bank 1 Current NIB 4,636.77 (4,636.77) 0.00	PAYMENTS				
HM Revenue & Customs (CT) Ordinary Shareholders (15,989.12) 15,989.12 0.00 21,595.49 572,297.49 550,702.00 21,595.49 572,297.49 Net Receipts/(Payments) 4,636.77 (4,636.77) 0.00 MADE UP AS FOLLOWS 4,636.77 (4,636.77) 0.00 Bank 1 Current NIB 4,636.77 (4,636.77) 0.00	Bank Charges		53.87	0.00	53.87
Ordinary Shareholders 550,702.00 21,595.49 572,297.49 567,078.62 21,595.49 588,674.11 Net Receipts/(Payments) 4,636.77 (4,636.77) 0.00 MADE UP AS FOLLOWS 8 4,636.77 (4,636.77) 0.00 Bank 1 Current NIB 4,636.77 (4,636.77) 0.00	Exchange rate difference		333.63	0.00	333.63
MADE UP AS FOLLOWS 4,636.77 (4,636.77) 0.00 Bank 1 Current NIB 4,636.77 (4,636.77) 0.00		(15,989.12)	15,989.12	0.00	15,989.12
Net Receipts/(Payments) 4,636.77 (4,636.77) 0.00 MADE UP AS FOLLOWS 8 4,636.77 (4,636.77) 0.00 Bank 1 Current NIB 4,636.77 (4,636.77) 0.00	Ordinary Shareholders		550,702.00	21,595.49	572,297.49
MADE UP AS FOLLOWS Bank 1 Current NIB			567,078.62	21,5 95.49	588, 674.11
Bank 1 Current NIB 4,636.77 (4,636.77) 0.00	Net Receipts/(Payments)		4,636.77	(4,636.77)	0.00
Bank 1 Current NIB 4,636.77 (4,636.77) 0.00					
	MADE UP AS FOLLOWS				
4,636.77 (4,636.77) 0.00	Bank 1 Current NIB		4,636.77	(4,636.77)	0.00
			4,636.77	(4,636.77)	0.00



PRACTICE FEE RECOVERY POLICY FOR KALLIS INSOLVENCY PRACTITIONERS

Introduction

This sheet explains the alternative fee bases allowed by the insolvency legislation when acting as office holder in insolvency appointments. The legislation allows different fee bases to be used for different tasks within the same appointment. The fee basis, or combination of bases, set for a particular appointment is/are subject to approval, generally by a committee if one is appointed by the creditors, failing which the creditors in general meeting, or the Court. The report accompanying the request to fix the basis of remuneration will indicate the basis, or bases, being requested in that particular case and will make it clear what work is to be undertaken in respect of each basis.

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) "Payments to Insolvency Office Holders and their Associates from an Estate" and can be accessed at https://www.kallis.co.uk/downloads/. Alternatively, a hard copy may be requested from Kallis Insolvency Practitioners, Mountview Court, 1148 High Road, London N20 0RA. Please note that we have provided further details in this policy document.

SIP 9 also contains various requirements that the office holder has to comply with in connection with their remuneration, both when seeking approval and when reporting to creditors and other interested parties after approval. One of the matters that an office holder has to comply with is that they must also seek approval for any payments that could reasonably be perceived as representing a threat to the office holder's objectivity or independence by virtue of a professional or personal relationship, including to an associate. Where it is anticipated that such payments will be made in a case they will be separately identified when seeking approval for the basis of the office holder's remuneration.

Other than in respect of Voluntary Arrangements an office holder is required to record the time spent on casework in all cases, even if they are being remunerated for that work on a basis other than time costs. Time is recorded directly to the relevant case and the nature of the work undertaken is recorded at that time. The work is generally recorded under the following categories:

- Case Administration (including statutory reporting).
- Financials
- Realisation of Assets.
- Investigations.
- · Creditors (claims and distributions).
- Trading
- Case specific matters.

Time cost basis

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

Charge out Rates

Grade of staff	Current charge-out rate per hour, effective from 15/08/2022	Previous charge-out rate per hour, effective from 01/10/2019	Previous charge-out rate per hour, effective from 01/10/2017	Previous charge-out rate per hour, effective from 01/10/2015	Previous charge-out rate per hour, effective from 01/10/2012 £	Previous charge-out rate per hour, effective from 01/10/2010 £
Senior Partner / appointment taker Partner / appointment taker Senior Manager Assistant Manager/Manager Senior/Case Administrator Support Staff	£480 £380 - 400 £280 - 350 £200 - 250 £150-180 £110-125	£420 £320-340 £295 £240 £110-150 £100-110	£295-375 £285 £225 £125-175 £85-100	£340-375 £285 £225 £150-175 £85-100	£275-£335 £275 £170-£275 £90-£175 £60-£85	£275-£320 £275 £170-£275 £90-£175 £60-£85

In cases where these staff undertake work, specific approval will be sought for the payment of the fees incurred.

These charge-out rates charged are reviewed regularly and are adjusted to take account of inflation and the firm's overheads.

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

A report accompanying the request to fix the basis of remuneration will include the fees estimate, as well as details of the expenses that will be, or are likely to be, incurred. Further information about expenses is given in a separate section below.

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

If we subsequently need to seek authority to draw fees in excess of the estimate, we will say why we have exceeded, or are likely to exceed the estimate; any additional work undertaken, or proposed to be undertaken; the hourly rates proposed for each part of the work; and the time that the additional work is expected to take. As with the original estimate, we will summarise that information in an average or "blended" rate for all of the work being carried out within the estimate, and by reference to each separate category of work, and will also say whether we anticipate needing further approval and, if so, why we think it may be necessary to seek further approval.

Percentage basis

The legislation allows fees to be charged on a percentage of the value of the property with which the office holder has to deal (realisations and/or distributions). Different percentages can be used for different assets or types of assets. A report accompanying the request to fix the basis of remuneration will set out the potential assets in the case, the remuneration percentage proposed in respect of any realisations and the work covered by that remuneration, which may solely relate to work undertaken in connection with the realisation of the assets, but might also include other categories of work as listed above. The report will also include details of the expenses that will be, or are likely to be, incurred. Further information about expenses is given in a separate section below.

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.

A percentage of distributions made to unsecured creditors may also be requested, in order to cover the work associated with the agreement of claims and making the distribution.

The disclosure that we make will include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal. In order to meet the requirements of SIP 9 it will also explain why the basis requested is expected to produce a fair and reasonable reflection of the work that we anticipate will be undertaken on the case.

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

Fixed fee

The legislation allows fees to be charged at a set amount. Different set amounts can be used for different tasks. A report accompanying the request to fix the basis of remuneration will set out the set fee that we proposed to charge and the work covered by that remuneration, as well as details of the expenses that will be, or are likely to be, incurred. Further information about expenses is given in a separate section below.

The disclosure that we make will include sufficient information about the insolvency appointment to enable you to understand how the proposed fee reflects the complexity (or otherwise) of the case, any responsibility of an exceptional kind falling on the office holder, the effectiveness with which the office holder has carried out their functions, and the value and nature of the property with which the office holder has to deal. In order to meet the requirements of SIP 9 we will also explain why the basis requested is expected to produce a fair and reasonable reflection of the work that we anticipate will be undertaken on the case.

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.

Direct Costs

Where we seek approval on a percentage and/or fixed fee basis, in order to meet the requirements of SIP 9 we also have to disclose the direct costs that are included within the remuneration that will be charged on those bases in respect of the work undertaken. The following are direct costs that will be included in respect of work undertaken in respect of each of the standard categories of work where the office holder is to be remunerated for such work on either a percentage or fixed fee basis:

- Case Administration (including statutory reporting) staff costs, costs of case management system.
- Realisation of Assets staff costs, costs of case management system.
- Investigations staff costs, costs of case management system.
 - Creditors (claims and distributions) staff costs, costs of case management system.
- Trading staff costs, costs of case management system, costs of accounting software.

Mixed basis

If remuneration is to be sought on a mixed basis, we will make it clear in the report accompanying the request to fix the basis of remuneration which basis will be charged for each category of work that is to be undertaken on the case.

Members' voluntary liquidations and Voluntary Arrangements

The legislation is different for members' voluntary liquidations (MVL), Company Voluntary Arrangements (CVA) and Individual Voluntary Arrangements (IVA). In MVLs, the company's members set the fee basis, often as a fixed fee, and SIP 9 does not apply unless the members specifically request it. In CVAs and IVAs, the fee basis is set out in the proposals and creditors approve the fee basis when they approve the arrangement.

All fee bases

With the exception of IVAs and CVAs, which are usually VAT exempt, the office holder's remuneration invoiced to the insolvent estate will be subject to VAT at the prevailing rate.

Expenses

As already indicated, a report will accompany the request to fix the basis of remuneration and that will include details of expenses to be incurred, or likely to be incurred. 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.

Expenses are any payments from the insolvent estate that are neither an office holder's remuneration nor a distribution to a creditor, or a member. Expenses also include disbursements. Disbursements are payments that are first paid by the office holder and then reimbursed from the insolvent estate. Expenses are divided into those that do not need approval before they are charged to the estate (Category 1) and those that do (Category 2).

Category 1 expenses are payments to persons providing the service to which the expense relates who are not an associate of the office holder. They can be paid by the office holder without obtaining prior approval. Examples of costs that may amount to Category 1 expenses are professional advisors (who are not associates), statutory advertising, external meeting room hire (where the room is only hired for that meeting), external storage, specific penalty bond insurance, insolvency case management software fees charged on a per case basis, and Company search fees.

Category 2 expenses are either payments to associates, or payments in respect of expenses that have an element of shared costs, such as photocopying and mileage. Category 2 expenses require approval in the same manner as an office holder's remuneration before they can be paid.`

The practice intends to seek approval to recover the following Category 2 expenses that include an element of shared costs:

Room Hire £50 per hour

Mileage www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances

Storage £15 per box per annum Destruction Costs £5.50 per box

Professional advisors may be instructed to assist the office holder on the case where they consider that such assistance is necessary to enable them to appropriately administer the case. The fees charged by any professional advisors used will be recharged at cost to the case. Where the professional advisor is not an associate of the office holder it will be for the office holder to agree the basis of their fees. Where the professional advisor is an associate of the office holder it will be for those responsible for fixing the basis of the office holder's remuneration to approve payments to them. The fees of any professional advisors are subject to the rights of creditors to seek further information about them or challenge them as summarised below. Professional advisors that may be instructed on a case include:

- Solicitors/Legal Advisors;
- Auctioneers/Valuers:
- Accountants;
- Book Debt Collectors;
- Quantity Surveyors;
- Estate Agents;
- Pension specialists;
- Employment Claims specialists; and
- GDPR/Cyber Security specialists.

Reporting and rights to challenge

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 charged by the office holder in the period covered by the report, i.e., the amount that the office holder is entitled to draw, together with the amount of remuneration actually drawn. If approval has been obtained for remuneration on a time costs basis, the time costs incurred will also be disclosed, whether drawn or not, together with the "blended" rates of such costs. The report will also compare the actual time costs incurred with those included in the fees estimate prepared when fixing the basis of the remuneration, and indicate whether the fees estimate is likely to be exceeded. If the fees estimate has been exceeded, or is likely to be exceeded, the report will explain why that is the case.

The report will also provide information about expenses incurred in the period covered by the report, together with those actually paid, together with a comparison with the estimated expenses. If the expenses incurred, or anticipated to be incurred, have exceeded the estimate provided the report will explain why that is the case.

Under the insolvency legislation the report must also include a statement of the legislative rights of creditors to request further information about the remuneration charged and expenses incurred in the period covered by the report, or to challenge them on the grounds that they are excessive. Extracts of the relevant insolvency rules dealing with these rights are set out below. Once the time period to seek further information about the office holder's remuneration and/or expenses for the period covered by the

report has elapsed, then a Court Order is required to compel the office holder to provide further information about the remuneration and expenses. A Court order is required to challenge the office holder's remuneration and/or expenses for the period covered by the report. Once that period has elapsed, then a separate Court Order is required to allow an application out of time.

Under rule 18.9 of the Insolvency (England and Wales) Rules 2006, an unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the office holder's remuneration and expenses, within 21 days of receipt of any report for the period. Any secured creditor may request the same details in the same time limit.

Under rule 18.34, an unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the office holder's fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of any report for the period. Any secured creditor may make a similar application to court within the same time limit.

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.

Notice to accompany Final Account

HUDSON & GUIDE POST LIMITED ("the Company") - In Members' Voluntary Liquidation

(Company Number 11256128)

NOTICE IS GIVEN to the members of the above-named Company by Peter Charalambous under rule 5.10 of The Insolvency (England and Wales) Rules 2016 that:

- 1. the Company's affairs have been fully wound up;
- 2. the Liquidator having delivered copies of the final account to the members must, within 14 days of the date on which the final account is made up, deliver a copy of the account to the Registrar of Companies;
- 3. the Liquidator will vacate office under section 171(6) of The Insolvency Act 1986, and be released under section 173(2)(d) on delivery of the final account to the Registrar of Companies.

Members requiring further information regarding the above, should either contact me at Mountview Court, 1148 High Road, Whetstone, London, N20 0RA, or contact Christina Chrysanthou by telephone on 020 8446 6699, or by email at christina@kallis.co.uk.

Signed

Peter Charalambous, Liquidator

Dated 08 November 2023