

## Liquidator's Fee Estimate Report to Creditors

My duties and functions as Liquidator are the realisation of the Company's assets, the agreement of the claims of creditors, investigation of the directors' conduct and the company's affairs generally, and the eventual distribution of the Liquidation funds between the creditors in accordance with their legal entitlements.

The assets and liabilities of the Liquidation estate appear to be as follows:-

	£	£
	Book Value	Estimated to Realise
	£	£
<b>Assets</b>		
Book Debts	-	-
Cash at Bank	-	-
	<hr/>	<hr/>
	-	-
	<hr/>	<hr/>
<b>Liabilities</b>		
Jahanzeb Rahman	£6,000	£6,000
HM Revenue and Customs - VAT	£617.50	£617.50
	<hr/>	<hr/>
	£6,617.50	£6,617.50
	<hr/>	<hr/>
<b>Deficiency</b>	<hr/>	<hr/>
	(6,617.50)	(6,617.50)
	<hr/>	<hr/>

The above figures are those received to date from the Company, without any independent verification. Furthermore, the figures do not take into account the costs of realisation of assets nor the costs and expenses of the Liquidation.

### Assets:

The director, Mr Jahanzeb Rahman has confirmed that there are no assets to be realised in this Liquidation.

### Secured Liabilities:

There are provisions of the insolvency legislation that require a Liquidator to set aside a percentage of a Company's assets for the benefit of the unsecured creditors in cases where the Company gave a "floating charge" over its assets to a lender on or after 15 September 2003. This is known as the "prescribed part of the net property" ("prescribed part"). A Company's net property is that left after paying the preferential creditors, but before paying the lender who holds a floating charge. Any costs of the liquidation that are payable before the Liquidator has reached a position to make a distribution to the floating charge holder have to be deducted from floating charge realisations before arriving at an amount for the "net property" of the Company. As a result, the costs associated with realising floating charge assets, paying preferential claims in full, the general costs of winding up and the costs of confirming the validity of the floating charge will have to be deducted before the "net property" is calculated. The "prescribed part" that the Liquidator then has to set aside for unsecured creditors is:

- 50% of the first £10,000 of the net property; and
- 20% of the remaining net property up to a maximum of £600,000.

As there are no charges registered over the assets of the Company, the prescribed part provisions will not apply.

### Preferential Liabilities - Employees

The Company had employed one member of staff which was the director Mr Jahanzeb Rahman and it is understood that no monies will be owed to him in respect of outstanding holiday pay and wages. It is expected that there shall be no preferential claims in the Liquidation.

Should you have any information about the way that the Company's business was conducted or potential asset recoveries that you consider will assist me, please write to me at the above address. I should also be grateful if you would complete and return to me the enclosed creditors' questionnaire. This request for information forms part of my usual investigation procedures and is not intended to imply any criticism of the directors' conduct in respect of the Company.

Clearly it will be some time before I can make enquiries in to the business to ascertain if any realisation can be achieved in this Liquidation as it is anticipated that there are no assets belonging to the Company and I therefore believe that it will be unlikely that a dividend will be paid to unsecured creditors.

A proof of debt is enclosed, and if you have not already lodged one with the Liquidator, you should now complete a proof of debt and send it, together with supporting evidence, to my office address.

### Liquidator's Fees and Expenses

I have only just been appointed as Liquidator on the 5<sup>th</sup> November 2015 and therefore my time spent on the case at this present time is negligible. I will soon be making various enquiries in to the affairs of the Company.

As the director has confirmed that there are no assets to be realised, I do not envisage the need to use the services of any agents however should this change I will notify creditors in the change of circumstances in my next report.

My expenses to 5<sup>th</sup> November 2015 amount to £14.13.

I have not been able to draw any expenses in this matter.

In addition to the expenses already incurred, I anticipate that the following expenses will arise in these proceedings.

- Statutory Advertising, giving notice of the liquidation, my appointment and notice of the final meeting, estimated at £308 plus VAT
- Case Administration Fee, £110 plus VAT
- Copying, at 10 pence per sheet
- Postage, at the current postage rates
- Insolvency Bond £50.00

Expenses do not have to be approved, but when reporting to the committee and creditors during the course of the Liquidation the actual expenses incurred will be compared with the original estimate provided and I will explain any material differences (e.g. where legal costs rise due to escalated recovery action).

There have been no receipts or payments to date.

I attach a copy of my practice fee recovery policy. In this case I am seeking to fix the basis of my remuneration on fixed fee and percentage basis as detailed below:

#### Fixed fee basis:

There are certain tasks that I have to carry out on nearly every Liquidation. Although they are required by statute or regulatory guidance, or are necessary for the orderly conduct of the proceedings, they do not produce any direct benefit for creditors, but still have to be carried out. I

have reviewed our past time records and after taking into account the complexity of the Liquidation, concluded that a fixed fee of £13,400 is necessary to cover that work. I am therefore seeking a fixed fee of £13,400 for the following work that I will undertake. I believe that this demonstrates why the fixed fee is expected to produce an appropriate, reasonable and commensurate reflection of the work that I anticipate will be necessarily and properly undertaken. Please note that the list includes generic tasks that may not be necessary every time, but arise in a typical case and are expected to be necessary in this case. If any one task is not required it would not make a material difference to the amount of work done for which approval of the fixed fee is being sought:

#### Administration and planning:

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 physical/electronic case files (as applicable).

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.

Convening and holding general meetings of creditors and members (as applicable).

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.

Preparing, reviewing and issuing annual progress reports to creditors and 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 final reports to creditors and members.

Convening and holding final meeting meetings of creditors and members.

Filing final returns at Companies House.

#### Creditors:

Obtaining information from the case records about employee claims.

Completing documentation for submission to the Redundancy Payments Office.

Corresponding with employees regarding their claims.

Liaising with the Redundancy Payments Office regarding employee claims.

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.

#### Percentage basis:

There are certain tasks that I only have to carry out where there are assets to recover. They may produce a direct benefit for creditors, but are subject to the costs of the proceedings generally. I undertake the work to recover the assets, initially at my own cost, suffering the loss if any asset is not recoverable. If assets are recovered, I first recover my costs and then distribute any balance. I am seeking a percentage basis that I think reflects the risk that I am taking, the nature of the assets involved, the complexity of the Liquidation, and shares the anticipated benefit with the creditors. I am therefore seeking a fee of 20 percent of realisations for the following work on realisation of assets that I will undertake and a fee of 10 percent of any distributions, to reflect the additional work on creditor claims shown below. I believe that this demonstrates why the percentage proposed is expected to produce an appropriate, reasonable and commensurate reflection of the work that I anticipate will be necessarily and properly undertaken. Please note that the list includes generic tasks that may not be necessary every time, but arise in a typical case and are expected to be necessary in this case. If

any one task is not required it would not make a material difference to amount of work done for which approval of the percentage is sought:

#### Realisation of assets:

Arranging suitable insurance over assets.  
Regularly monitoring the suitability and appropriateness of the insurance cover in place.  
Corresponding with debtors and attempting to collect outstanding book debts.  
Liaising with the bank regarding the closure of the account.  
Instructing agents to value known assets should any become known.  
Liaising with agents to realise known assets should any become known.  
Instructing solicitors to assist in the realisation of assets should it be required.

#### Creditors

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.  
Paying tax deducted from the dividends paid to employees.

The following category 2 disbursements have been incurred to date:

Type of category 2 disbursement	Amount incurred/accrued to date	Amount unpaid
Stationery	£9.45	£9.45

Details of my category 2 disbursement recovery policy are included within our practice fee recovery sheet. I am seeking a specific resolution by correspondence approving category 2 disbursements.

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 [www.dcabr.co.uk/business-advice-guides](http://www.dcabr.co.uk/business-advice-guides). Alternatively a hard copy may be requested from DCA Business Recovery at 2 Nelson Street, Southend on Sea, Essex SS1 1EF. Please note that we have provided further details in the practice fee recovery sheet.