

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 1 0 8 9 5 5 1

Company name in full Cooper Callas Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) James

Surname Hawksworth

### 3 Liquidator's address

Building name/number Davidson House

Street Forbury Square

Post town Reading

County/Region Berkshire

Postcode R G 1 3 E U

Country

### 4 Liquidator's name ①

Full forename(s) Matthew

Surname Haw

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number 25 Farringdon Street

Street

Post town London

County/Region

Postcode E C 4 A 4 A B


Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

# LIQ03

## Notice of progress report in voluntary winding up

<b>6</b>	<b>Period of progress report</b>												
From date	<sup>d</sup>	2	<sup>d</sup>	6	<sup>m</sup>	0	<sup>m</sup>	5	<sup>y</sup>	2	<sup>y</sup>	0	
To date	<sup>d</sup>	2	<sup>d</sup>	5	<sup>m</sup>	0	<sup>m</sup>	5	<sup>y</sup>	2	<sup>y</sup>	0	
<b>7</b>	<b>Progress report</b>												
<input type="checkbox"/> The progress report is attached													
<b>8</b>	<b>Sign and date</b>												
Liquidator's signature	Signature												
	 X												
Signature date	<sup>d</sup>	2	<sup>d</sup>	1	<sup>m</sup>	0	<sup>m</sup>	7	<sup>y</sup>	2	<sup>y</sup>	0	

**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 Nick Talbot

Company name RSM Restructuring Advisory LLP

Address Hartwell House

55-61 Victoria Street

Post town Bristol

County/Region

Postcode B S 1 6 A D

Country

DX

Telephone 0117 945 2000

**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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)**

---

# COOPER CALLAS LIMITED IN LIQUIDATION

JOINT LIQUIDATORS' ANNUAL PROGRESS REPORT  
FOR THE PERIOD TO 25 MAY 2021

THE POWER OF BEING UNDERSTOOD  
AUDIT | TAX | CONSULTING



# INTRODUCTION

**Contact details**

The key contacts at RSM in connection with this report are:

**Primary office holder**

James Hawksworth  
RSM Restructuring Advisory LLP  
Davidson House, Forbury Square, Reading,  
Berkshire, RG1 3EU  
Tel: 0117 945 2000

**Case manager**

Nick Talbot  
RSM Restructuring Advisory LLP  
Davidson House, Forbury Square, Reading,  
Berkshire, RG1 3EU  
0117 945 2082:

**Basis of preparation**

This report has been prepared solely to comply with the statutory requirements of the relevant legislation to provide creditors with information relating to the progress of the Liquidation. It should be read in conjunction with any previous reports that have been issued, copies of which are available on request.

This report has not been prepared for use in respect of any other purpose, or to inform any investment decision in relation to any debt or financial interest in the Company. Any estimated outcomes for creditors are illustrative and may be subject to revision and additional costs. They should not be used as the basis for any bad debt provision or any other purpose. Neither the Joint Liquidators nor RSM Restructuring Advisory LLP accept any liability whatsoever arising as a result of any decision or action taken or refrained from as a result of information contained in this report. The Joint Liquidators act as agents of the Company and without personal liability in respect of all contracts or deeds unless specifically stated otherwise.

**General guidance on the Liquidation process**

You can find guidance on the different insolvency processes at the R3 website .  
R3 is the trade association for the insolvency profession.

**Contents**

**Sections**

.....	2
.....	3
.....	4
.....	5
.....	6
.....	7

**Appendices**

---

## KEY ACTIONS AND DECISIONS REQUESTED FROM CREDITORS

### Decisions requested from unsecured creditors

The Joint Liquidators' are seeking the following decision(s) from creditors

- approving the revised quantum of Joint Liquidators' fees
- that a liquidation committee will not be appointed.

### Creditors' committee

#### Establishment and guidance

Legislation requires the Joint Liquidators to invite creditors to decide whether to establish a committee because a decision is being sought. However, it is proposed that a liquidation committee will not be appointed. If you want a liquidation committee, sufficient creditors will need to both reject the proposed decision and consent to act as a representative on the committee. At least three creditors must consent to act before a committee can be formed; a maximum of five can be represented. If you do want a committee, please contact this office as soon as possible.

Please note that, if a liquidation committee is established, it would be their responsibility to approve the Joint Liquidators' fees, costs and expenses.

Guidance on acting as a committee member can be found at the R3 website, [www.R3.org.uk](http://www.R3.org.uk). A hard copy can be requested by telephone, email or in writing to this office.

### Key actions required by unsecured creditors

Formal notice of a Qualifying Decision Procedure to consider the above decisions is attached, together with other relevant documentation and guidance.

If you wish to vote in respect of the decisions requested above, please complete and sign:

- a Proof of Debt form and return it with evidence of your claim (if you have not previously done so); and
- a Voting form.

These must be received at RSM Restructuring Advisory LLP, Hartwell House, 55-61 Victoria Street, Bristol, BS1 6AD or by email to [restructuring.bristol@rsmuk.com](mailto:restructuring.bristol@rsmuk.com), on or before the decision date 31 August 2021 for you to vote.

### Small debts

Creditors whose debts are treated as a small debt in accordance with Rule 14.31(1) of the Insolvency (England and Wales) Rules 2016 must still deliver a proof of debt if they wish to vote. Rule 14.31(1) states that Office Holders may treat a debt, which is a small debt according to the accounting records or the statement of affairs of the company, as if it were proved for the purposes of paying a dividend. Small debts are defined in Rule 14.1(3) as a debt (being the total amount owed to a creditor) which does not exceed £1,000.

---

## CONDUCT OF THE LIQUIDATION

### Realisation of assets

The Joint Liquidators are obliged to collect in and distribute the Company's assets. In some cases this does not result in sufficient realisations to enable a financial return to creditors, after taking into account the costs and expenses of realisation and dealing with the legislative requirements of administering the case. Details of the realisations made are set out below, with information relating to dividends, if any, contained within Appendix B.

### Transfer from Administration

Residual funds held by the Company's former Joint Administrators were transferred to the Liquidation shortly after the date of appointment.

The total amount received was £2,956,456.29.

### Debtors

The Joint Liquidators have reconciled, pursued and monitored the collection of historic book debts, including a number of disputed balances, with total realisations made in the Liquidation of £5,089.22.

The total balance of book debts collected was previously overstated in the Joint Liquidators prior report in the amount of £622.14. This amount has been reversed in the current period.

### Bank Interest

Total bank interest of £5,998.36 has accrued during the period of the Liquidation.

### Refunds

Miscellaneous refunds relating to the Company's prior trading activities have been collected in the period of the Liquidation in the amount of £2,635.13.

### VAT Refunds

Shortly after the Joint Liquidators' appointment, an amount of VAT totalling £138,660.15 that had accrued in the Administration period was received.

Following a review of the Company's records, a further refund of VAT was identified by the Joint Liquidators of £87,670, which after extensive correspondence with HMRC was received in the period.

No further work is required.

### Statutory and case management matters

The following work does not usually result in a financial return to creditors but is required by legislation, best practice and to ensure that the case is managed efficiently and effectively. Key work done includes:

#### Statutory requirements

- Statutory filing, advertising and appointment notifications to prescribed parties
- Summoning and holding a qualifying decision procedure and associated formalities including recording and reporting outcome to prescribed parties
- Preparing, review and issuing reports to creditors and other prescribed parties
- Taxation matters, post appointment VAT, pre-appointment VAT & Tax returns, corporation and other post appointment tax returns and payments
- General taxation matters, clearance and closure

#### Case management matters

- Client take on evaluation, engagement, guidance, advice
- Establishing validity of appointment, undertaking a security review
- Periodic case reviews, ongoing case planning and statutory, liaising with joint office holders
- Maintaining and updating computerised case management records
- Liaising with former accountants and solicitors
- Dealing with routine correspondence not attributable to other categories of work
- Maintenance of cashiering records, bank accounts, receipts and payments, billing
- Initial and ongoing consideration of ethical, conflict & anti money laundering checks
- Arranging re-direction of mail, dealing with re-directed mail
- General administrative matters in relation to closing the case

### Receipts and payments

A summary of receipts and payments is attached. Receipts and payments are shown inclusive of VAT as the Company was not VAT registered, and consequently VAT is not recoverable from HM Revenue and Customs.

### Receipts and payments

A summary of receipts and payments is attached. Receipts and payments are shown inclusive of VAT as the Company was not VAT registered, and VAT is not therefore recoverable from HM Revenue and Customs.

---

## OUTSTANDING MATTERS

### **Assets remaining to be realised**

There are no outstanding assets to be recovered.

### **Other outstanding matters**

Work is required to conclude a creditors decision process to consider an uplift in the Joint Liquidators fees, which will be followed by a final distribution to unsecured creditors.



## CREDITORS' CLAIMS AND DIVIDEND PROSPECTS

### Dividend prospects

	Owed £	Paid to date (£)	Estimated future prospects
Secured creditors	Nil	n/a	n/a
Preferential creditors	33,575	100p in the £	n/a
Unsecured creditors	5,497,216	53p in the £	1p in the £
Estimated Net Property	n/a		
Estimated 'Prescribed Part' available for creditors	n/a		

### Prescribed Part

The 'Prescribed Part' is a statutory amount set aside for unsecured creditors from funds ('Net Property') available to a Qualifying Floating Charge Holder ('QFCH'). The amount of Net Property is calculated on a sliding scale up to maximum £800,000 depending on when the floating charge was created and whether or not it is a first ranking floating charge.

There are no outstanding amounts due to secured creditors and there is therefore no requirement to calculate the amount of the Prescribed Part.

### Agreement of claims

Creditors' claims are usually only agreed if there is a likelihood of a dividend being made to that particular class of creditor.

As set out above, dividends have been paid to preferential and unsecured creditors. Consequently, work has been undertaken adjudicating and agreeing the preferential and unsecured claims.

If you have not already submitted a Proof of Debt, a copy of the form can be obtained at <https://rsmuk.ips-docs.com> or by request to this office.

Creditors whose debts are treated as a small debt in accordance with Rule 14.31(1) of the Insolvency (England and Wales) Rules 2016 must still deliver a proof of debt if they wish to vote. Rule 14.31(1) states that Office Holders may treat a debt, which is a small debt according

to the accounting records or the statement of affairs of the company, as if it were proved for the purposes of paying a dividend. Small debts are defined in Rule 14.1(3) as a debt (being the total amount owed to a creditor) which does not exceed £1,000.

### Dividend payments

The estimated timing of future dividends is set out below. Please note these may be subject to change and are an estimate only.

- Unsecured creditors final dividend – within the next 3-6 months

### Creditor communication

The following work has been done to comply with legislation, best practice and to ensure creditors were kept informed. It is also necessary to enable a dividend to be paid.

- liaising with, and payment of, priority or petitioning creditors
- agreement and/or rejection of preferential and unsecured claims
- preparation of general (non statutory) reports to creditors
- dealing with communication and meetings with creditors
- maintenance of schedules of creditors' claims
- agreeing employee claims, submitting documentation to, and liaising with, the Redundancy Payments' Service
- dealing with HMRC and crown set off
- paying a dividend to preferential and unsecured creditors, including notices and advertisement

Creditors only derive an indirect financial return from this work on cases where a dividend has been, or will be, paid.

---

# JOINT LIQUIDATORS' FEES, COSTS AND EXPENSES

## Guide to Joint Liquidators' fees and expenses

You can obtain a Guide to Joint Liquidators' Fees, from <https://rsmuk.ips-docs.com> under 'general information for creditors'. This guide provides information for creditors in relation to the fees and expenses of a Joint Liquidator. You can request a hard copy from this office by telephone, email or in writing. All fees, costs and expenses are subject to VAT.

## Relevant approving body

The unsecured creditors are the Relevant Approving Body responsible for approving any increase or revision to the Joint Liquidators' fees. However, if a liquidation committee is established at any stage, this will become its responsibility and it will be the Relevant Approving Body.

## Post-appointment fees, costs and expenses

### Basis of fees

The Joint Liquidators' remuneration was approved on a time cost basis in the preceding administration. However the quantum was limited to the work done during the period of the administration. The Joint Liquidators therefore sought approval from creditors in the Liquidation and their remuneration was approved on 29 July 2017 limited to the sum of £75,240 (plus VAT). Approvals have subsequently been increased by the creditors on 28 July 2018 to £113,450 plus VAT and again on 31 May 2019 to £131,984 plus VAT.

The Joint Liquidators are now seeking further approval from the Relevant Approving Body for the quantum of fees that can be drawn, in the liquidation, on this basis of time costs limited to £15,000 plus VAT.

Attached at Appendix E is the Joint Liquidators revised fee estimate prepared on the basis of the additional time costs expected for life of the appointment. Please note that any balance of costs incurred above £15,000 will be written off.

### Remuneration charged

Legislation requires that 'remuneration charged' is reported. Remuneration is charged when the work to which it relates is done. It does not mean the Joint Liquidators' fees have been paid.

Time costs incurred since appointment total £149,019. Please note that where fees are based on time costs, remuneration charged will be limited to the amount approved.

### Scope and further fee approval

The scope of the revised fee approval remains unchanged other than the inclusion of the assumption that the only matters preventing closure of the Liquidation will be the drawing of a final fees and the distribution of a final dividend to unsecured creditors prior to closure within 12 months.

On this basis no further fee approvals will be sought.

---

## Fee estimate increase

### Reasons for increase in fee estimate

The Joint Liquidators' time charged to date has exceeded the fee estimate dated 31 May 2019 whilst work remains to be done as set out earlier in this report. The fee estimate was exceeded because certain issues proved to be more complex and time consuming to deal with than originally anticipated. Details of which are as follows:

The Joint Liquidators wrote to all known creditors on 13 May 2019 to advise that a previously unknown VAT refund of £87,669.96 had been identified as a potential recoverable Company asset. An uplift in the Joint Liquidators' fees was therefore requested by way of Qualifying Decision Procedure in respect of the estimated additional work that would be required to collect this sum and distribute a further dividend to creditors that would otherwise not have been possible.

The value of the additional work was estimated at £15-20,000 and approval was granted for fees to be drawn in the liquidation to a maximum of £131,984 plus VAT.

Please note that the above fee estimate was based on the following assumptions:

1. That the Liquidation would be concluded within 18 months' time (from May 2019); and
2. That no contentious matters would arise.

These assumptions have proved to be incorrect, primarily as it took a period of 17 months to receive the funds into the Liquidation account and conclude the reclaim. There were also contentious issues that required a considerable exchange of correspondence with HMRC, who appointed a dedicated VAT assurance officer to assess the claim. The Liquidators were able to counter HMRC's challenges and provide sufficient information to establish its validity and secure the release of funds for the benefit of creditors.

The additional time costs related directly to this recovery action are £5,925 which have been incurred over a period of 39 additional hours.

In addition, due to the delay in expected recovery timeframes, the Liquidation has been extended beyond the anticipated 18-month period and the Joint Liquidators have necessarily incurred more time costs in carrying out their statutory duties during this period, including case reviews, statutory reporting, cashing and planning. It is anticipated that other additional time costs to closure will amount to £25,930.

Please note however that these costs have resulted in a direct financial return for creditors, as a third and final dividend will now be payable to unsecured creditors. In order to ensure that the majority element of the VAT recovery is made available to creditors, we are seeking creditors approval to recover only an element of the additional time costs incurred, and therefore propose that additional fee approvals shall be limited to time costs of £15,000 plus VAT.

The balance of the Liquidators' estimated total time costs to closure will be written off.

Please note that whilst the majority of creditors will receive only a nominal final sum, the largest amount that will be paid to any individual creditor is estimated to be in excess of £17,500 and therefore represents a considerable financial benefit.

A further fee estimate is therefore attached which reflects the work that is anticipated will be done during the life of the appointment.

If fees are approved as set out above, the total sum that the Joint Liquidators can draw, without further approval, will be £146,984.

### Remuneration charged and paid

Legislation requires that 'remuneration charged' is reported. Remuneration is charged when the work to which it relates is done. It does not mean the Joint Liquidators' fees have been paid. Any amounts paid to date are shown in the attached receipts and payments account.

During the period, the remuneration charged by the Joint Liquidators, on the basis set out above, totalled £14,464.50. An analysis of time incurred in the period is attached. Time costs incurred since appointment total £152,303. Please note that where fees are based on time costs, remuneration charged will be limited to the amount approved.

### Fee scope and assumptions

The Joint Liquidators' further estimate of fees reflects the work we anticipate will be required to distribute a final dividend to unsecured creditors and to complete all tasks necessary to conclude the Liquidation within six months without any contentious issues. Should this prove to be inaccurate, additional costs may be incurred.

### Further fee approval

The amount of fee that can be drawn is limited to the revised amount approved by the Relevant Approving Body, whether calculated on the basis of time in accordance with a fee estimate, or for a fixed amount or a percentage rate, cannot be further increased or the percentage rate changed, without their approval.

The Joint Liquidators do not anticipate that it will be necessary to seek any further approval for additional fees.

#### Expenses and professional costs

The total costs and expenses estimated to be incurred by the Joint Liquidators are set out below together with details of those incurred in the period. Amounts incurred in the period may include estimates where actual invoices have not been received. Amounts paid to date are shown in the attached receipts and payments account. The quantum of costs and expenses is in line with the estimates previously provided to creditors.

##### Category 1 expenses

These comprise external supplies of incidental services specifically identifiable to the insolvency estate. They do not require approval of the Relevant Approving Body prior to being paid.

Type of expense	Total estimated (£)	Incurred in period (£)
Bond	20	0
Statutory advertising	300	0
Website fee	13	0
Books & records collection & storage	0	0
Travel	51	0
Postage	1,000	0
Total	384	0

##### Category 2 expenses

These are costs which are not capable of precise identification or calculation, or that may include an element of shared or allocated costs. Payments to outside parties that the Office Holder, firm, or any associate has an interest, are also treated as 'Category 2' expenses. These expenses require the specific approval of the Relevant Approving Body before being paid from the insolvency estate.

The Relevant Approving Body have previously approved the payment of the 'Category 2' expenses, at the rates prevailing at the date they were incurred. Details of the current rates are set out below.

Type of expense	Total estimated (£)	Incurred in period (£)
Room hire	0	0
Mileage (42.5p per mile)	0	0
Tracker reports (£10 per report)	0	0
Subsistence (£25 per night)	0	0
Total	0	0

##### Other professional costs

The office holders retained the following advisers based on their experience and expertise. These costs are not subject to approval by the Relevant Approving Body. However, they are subject to review and approval by the Joint Liquidators.

Party	Nature of advice	Total estimated (£)	Incurred in period (£)
DAC Beachcroft	Legal advice	2,700	0
Hilton Baird	Debt Collection Agent	250	0
Micrographix	IT Services	71	0
Willis Ltd	Insurance	38,412	
Total		41,433	0

#### Creditors' right to information and ability to challenge remuneration and expenses

In accordance with the relevant legislation creditors have a right to request further information about remuneration or expenses and to challenge such remuneration or expenses.

If you wish to make a request for further information, then it must be made within 21 days of receipt of this report in writing by either by (i) any secured creditor or (ii) an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors.

---

Any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to court on the grounds that the remuneration charged, the basis fixed or expenses incurred by the liquidator are in all the circumstances excessive. Any such challenge must be made no later than eight weeks after receipt of the report which first discloses the charging of remuneration or incurring of the expenses in question.



**James Hawksworth**  
**RSM Restructuring Advisory LLP**  
**Joint Liquidator**

James Hawksworth is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales

Matthew Haw is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales

Insolvency Practitioners are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment

\_\_\_\_\_

APPENDICES

## A. STATUTORY INFORMATION

### Company information

Company name:	Cooper Callas Limited
Company number:	01089551
Date of incorporation:	03/01/1973
Trading name:	Cooper Callas
Trading address:	Highfield Court Tollgate Chandlers Ford, Eastleigh, SO53 3TY
Principal activity:	Wholesale of hardware, plumbing and heating equipment and supplies
Registered office:	RSM Restructuring Advisory LLP Hartwell House 55-61 Victoria Street Bristol BS1 6AD Previous: Unit 2, Bicester Park, Charbridge Lane, Bicester, Oxfordshire, OX26 4SS
Previous company names:	n/a
Directors:	Mr Philip James Carr Mr Peter Boyd

### Liquidation information

Court reference:	n/a	
Joint Liquidators:	James Hawksworth and Matthew Haw	
Date of appointment:	26/05/2017	
Joint Liquidators:	<b>Primary office holder</b> James Hawksworth RSM Restructuring Advisory LLP Davidson House, Forbury Square, Reading, Berkshire, RG1 3EU 0118 953 0350 IP Number: 22450	<b>Joint office holder:</b> Matthew Haw RSM Restructuring Advisory LLP 25 Farringdon Street, London, EC4A 4AB 0203 201 8178 IP Number: 9627

## B. RECEIPTS AND PAYMENTS SUMMARY

	26.05.20 to 25.05.21 £	Total £
<b>Receipts</b>		
Transfer from Admin	0.00	2,956,456.29
Book Debts	(622.14)	5,089.22
Refunds	0.00	2,635.13
VAT Refunds	87,670.00	226,330.15
Interest	2.05	5,998.36
	<u>87,049.91</u>	<u>3,196,509.15</u>
<b>Payments</b>		
Joint Liquidators Fees	20,829.36	131,984.01
Agents Fees - IT	0.00	71.00
Agents Fees - Hilton Baird	0.00	250.77
Insurance	0.00	38,412.14
Bonding	(20.00)	20.00
Travel	0.00	51.00
Postage	198.70	651.97
Legal Fees	0.00	2,700.00
Bank Charges	0.20	134.00
Statutory Advertising	0.00	169.20
Preferential Dividend 100p in £	0.00	33,575.95
Unsecured dividends	0.00	2,920,746.80
	<u>21,008.26</u>	<u>3,128,766.84</u>
<b>Balance</b>	<u><b>66,041.65</b></u>	<u><b>67,742.31</b></u>
Represented by:		
Lloyds Bank	62,971.45	63,653.48
Unclaimed Dividends	(1,095.67)	(1,095.67)
VAT Receivable	4,165.87	5,184.50
	<u><b>66,041.65</b></u>	<u><b>67,742.31</b></u>



## C. POST-APPOINTMENT TIME ANALYSIS

Joint Liquidators' post appointment time cost analysis for the period from 26 May 2020 to 25 May 2021

Hours Spent	Partners	Directors / Associate Directors	Managers	Associates	Executives & Analysts	Assistants & Support Staff	Total Hours	Total Time Costs	Average Rates
<b>Statutory Requirements</b>									
Creditors/shareholders decisions, meetings & reports	0.0	0.3	18.3	0.0	0.0	0.0	18.6	£ 6,096.00	327.74
Taxation	0.0	0.0	1.1	0.0	3.1	0.0	4.2	£ 822.50	195.83
<b>Total</b>	<b>0.0</b>	<b>0.3</b>	<b>19.4</b>	<b>0.0</b>	<b>3.1</b>	<b>0.0</b>	<b>22.8</b>	<b>£ 6,918.50</b>	<b>303.44</b>
<b>Realisation of Assets</b>									
Assets - general/other	0.0	0.0	0.5	0.0	0.0	0.0	0.5	£ 162.50	325.00
Debtors & sales finance	0.0	0.0	0.3	0.3	0.3	0.0	0.9	£ 225.00	250.00
<b>Total</b>	<b>0.0</b>	<b>0.0</b>	<b>0.8</b>	<b>0.3</b>	<b>0.3</b>	<b>0.0</b>	<b>1.4</b>	<b>£ 387.50</b>	<b>276.79</b>
<b>Creditors</b>									
Unsecured Creditors	0.0	0.0	3.0	0.0	0.8	0.2	4.0	£ 1,111.00	277.75
<b>Total</b>	<b>0.0</b>	<b>0.0</b>	<b>3.0</b>	<b>0.0</b>	<b>0.8</b>	<b>0.2</b>	<b>4.0</b>	<b>£ 1,111.00</b>	<b>277.75</b>
<b>Administration and Planning</b>									
Case Management	0.4	1.5	11.0	0.0	1.9	0.8	15.6	£ 4,887.50	313.30
Cashiering	0.2	0.3	1.3	0.0	2.9	0.2	4.9	£ 1,160.00	236.73
<b>Total</b>	<b>0.6</b>	<b>1.8</b>	<b>12.3</b>	<b>0.0</b>	<b>4.8</b>	<b>1.0</b>	<b>20.5</b>	<b>£ 6,047.50</b>	<b>295.00</b>
<b>Total Hours</b>	<b>0.6</b>	<b>2.1</b>	<b>35.5</b>	<b>0.3</b>	<b>9.0</b>	<b>1.2</b>	<b>48.7</b>	<b>£ 14,464.50</b>	<b>297.01</b>
<b>Total Time Cost</b>	<b>£ 372.00</b>	<b>£ 1,019.50</b>	<b>£ 11,432.50</b>	<b>£ 82.50</b>	<b>£ 1,454.00</b>	<b>£ 104.00</b>	<b>£ 14,464.50</b>		
<b>Average Rates</b>	<b>620.00</b>	<b>485.48</b>	<b>322.04</b>	<b>275.00</b>	<b>161.56</b>	<b>86.67</b>	<b>297.01</b>		

--	--	--

Please note that we have re-designed our SIP9 analysis table to provide a more detailed breakdown of the work carried out. This change does not alter the value of time costs recorded, purely the row within the table to which that time, and cost, has been allocated.

On 1 July 2021, RSM Restructuring Advisory LLP changed the job titles of some of their staff, and this is reflected in the SIP 9 analysis table. This change does not alter the value of time costs recorded or the column within the table to which that time has been allocated.

## D. FURTHER FEE ESTIMATE

	Staff Grade									
	Partners	Directors / Associate Directors	Managers	Assistant Managers	Administrators	Assistants / Support Staff	Other	Total Hours	Total Cost (£)	Average Hourly Rate (£)
Charge out rates	£595	£495	£325	£195	£150	£100	£100			
	Budgeted hours							Total Hours	Total Cost (£)	Average Hourly Rate (£)
	Partners	Directors / Associate Directors	Managers	Assistant Managers	Administrators	Assistants / Support Staff	Other	Total Hours	Total Cost (£)	Average Hourly Rate (£)
<b>STATUTORY REQUIREMENTS</b>										
Appointment documentation (statutory)	-	-	0.5	-	-	0.5	-	1.0	213	213
Statutory filing / advertising	-	-	0.5	-	-	2.0	-	2.5	363	145
<b>Appointment &amp; SoA</b>	-	-	1.0	-	-	2.5	-	3.5	575	164
Fee approval requests (court, creditors, committee)	1.0	-	3.5	-	-	-	-	4.5	1,733	385
Preparing progress & final reports (inc. R&Ps)	4.0	-	11.5	-	-	4.0	-	19.5	6,518	334
Qualifying decisions / meeting documentation / advert / agenda / minutes / report	-	-	0.5	-	-	1.0	-	1.5	263	175
<b>Creditors/shareholders decisions, meetings &amp; reports</b>	5.0	-	15.5	-	-	5.0	-	25.5	8,513	334
<b>Taxation</b>	-	-	9.0	-	-	30.0	-	39.0	5,925	152
<b>Statutory Requirements Total</b>	5.0	-	25.5	-	-	37.5	-	68.0	15,013	221
<b>CASE SPECIFIC MATTERS</b>										
<b>Legal Matters</b>	-	-	0.4	-	0.6	-	-	1.0	220	220
<b>Case Specific Matters total</b>	-	-	0.4	-	0.6	-	-	1.0	220	220
<b>ADMINISTRATION AND PLANNING</b>										
<b>Appointment &amp; SoA</b>	-	-	-	-	-	-	-	-	-	-
Billing	-	-	3.5	-	5.0	-	-	8.5	1,888	222
Case review / KPI reports	2.0	-	6.0	-	1.0	-	-	9.0	3,290	366
Diary updates / checklists	-	-	0.5	-	2.0	-	-	2.5	463	185
Filing	-	-	-	-	4.0	-	-	4.0	600	150
Ongoing case planning/strategy	4.0	-	7.0	-	2.5	-	-	13.5	5,030	373
Post closure administration	-	-	6.5	-	-	-	-	6.5	2,113	325
Redirected mail	-	-	-	-	2.0	-	-	2.0	300	150
<b>Case Management</b>	6.0	-	23.5	-	16.5	-	-	46.0	13,683	1,770
Bank Reconciliations	0.5	-	1.0	3.0	0.5	-	-	5.0	1,283	257
Cashiering / TPS transaction posting	0.5	-	1.0	3.0	1.0	-	-	5.5	1,358	247
Receipts & payments	-	-	-	-	2.0	-	-	2.0	300	150
<b>Cashiering</b>	1.0	-	2.0	6.0	3.5	-	-	12.5	2,940	235
<b>Administration &amp; Planning Total</b>	7.0	-	25.5	6.0	20.0	-	-	58.5	16,623	284
<b>Total Hours</b>	12.0	-	51.4	6.0	20.6	37.5	-	127.5		
<b>Total time costs</b>	£7,140	£0	£16,705	£1,170	£3,090	£3,750	£0	£31,855		
<b>Average hourly rate</b>	£595	n/a	£325	£195	£150	£100	n/a	£250		

## E. NOTICE SEEKING DECISION

Rules Rule  
15.7, 3.39,  
18.24, of the  
Insolvency  
(England  
and Wales)  
Rules 2016

**Cooper Callas Limited IN LIQUIDATION**

**Company No: 01089551**

**JAMES HAWKSWORTH AND MATTHEW HAW appointed as Joint Liquidators to the above on 26/05/2017**

**Date notice delivered to the creditors: 21 July 2021**

**Decision date: 31 August 2021**

---

**Notice seeking decision by a Qualifying Decision Procedure pursuant to Section 246ZE of the Insolvency Act 1986**

---

The Joint Liquidators are seeking a decision of the creditors by correspondence. The decisions on the following matters will be made at 23.59 hours on the decision date unless the threshold for requesting a physical meeting is met or exceeded within the requisite time scale.

### **Decisions being sought:**

1. That a liquidation committee will **not** be established
2. That the fees which the Joint Liquidators can draw shall be increased by £15,000 plus VAT as set out in the report dated 21 July 2021

### **Voting**

A VOTING FORM is attached, detailing the matters which require your decision, which should be completed and returned to RSM Restructuring Advisory LLP, Hartwell House, 55-61 Victoria Street, Bristol, BS1 6AD on or before the decision date.

Further, if not already submitted, you must provide a proof of debt form to the same address on or before the decision date, and that proof of debt must have been admitted for the purposes of entitlement to vote.

### **Secured creditors**

SECURED CREDITORS must give particulars of their security and its value if they wish to vote. The value for voting purposes (unless they surrender their security) is the value of the unsecured part.

### **Opted out creditors**

CREDITORS who have OPTED OUT from receiving notices may nevertheless vote if the creditor provides a proof of debt form and voting form in accordance with the above provisions.

### **'Small debts'**

CREDITORS whose debts are treated as a SMALL DEBT in accordance with Rule 14.31(1) of the Insolvency (England and Wales) Rules 2016 must still deliver a proof of debt if they wish to vote. Rule 14.31(1) states that Office Holders may treat a debt, which is a small debt according to the accounting records or the statement of affairs of the company, as if it were proved for the purposes of paying a dividend. Small debts are defined in Rule 14.1(3) as a debt (being the total amount owed to a creditor) which does not exceed £1,000.

### **Request for physical meeting**

Creditors may request that a physical meeting of creditors be held to consider the proposed decision. Any such request must be made, in writing, to the address below, on or before 21 June 2021. Any such request must be accompanied by a completed proof of debt form (if not already provided).

A physical meeting will be held if requested by either 10% in value, or 10% in number or 10 of the company's creditors (collectively 'the requisition threshold').

### **Requisition Threshold**

If the requisition threshold for requesting a physical meeting is met or exceeded the Qualifying decision procedure will be terminated and a physical meeting of creditors will be held.

---

## Appeals

A creditor who disagrees with the manner in which they are treated in relation to the above decision procedure may appeal to the Court within 21 days of the decision date.

### Manager contact details:

Nick Talbot  
RSM Restructuring Advisory LLP, Hartwell House, 55-61 Victoria Street, Bristol, BS1 6AD  
Tel: 0117 945 2000  
Email: restructuring.bristol@rsmuk.com

### Name, address and contact details of Joint Liquidators

#### Primary office holder:

James Hawksworth  
RSM Restructuring Advisory LLP  
Davidson House, Forbury Square, Reading,  
Berkshire, RG1 3EU  
Tel: 0118 953 0350  
Email: restructuring.bristol@rsmuk.com  
IP Number: 22450  
Date of appointment: **26 May 2017**

#### Joint office holder:

Matthew Haw  
RSM Restructuring Advisory LLP  
25 Farringdon Street, London, EC4A 4AB  
Tel: 0203 201 8178  
Email: restructuring.bristol@rsmuk.com  
IP Number: 9627  
Date of appointment: **26 May 2017**



Signed: J Hawksworth

Dated: 21 July 2021

Joint Liquidator

**NOTE: Please complete the enclosed proof of debt and return it together with a detailed statement of your account and any other relevant documentation to Nick Talbot, at the address above.**

---

## F. VOTING PAPER

**Cooper Callas Limited IN LIQUIDATION**

**Company No: 01089551**

**Decision date: 31 August 2021**

---

### Voting Paper

---

If you wish your vote to be counted please ensure you return this form, duly completed together with a proof of debt (if one has not already been submitted) and a detailed statement of your claim on or before the decision date stated above.

#### Voting instructions for decisions

**For**      **Against**

(select by applicable  
checking box)

1. That a liquidation committee will **not** be established

☐☐

2. That the fees which the Joint Liquidators can draw shall be increased by £15,000  
as set out in the report dated 21 July 2021

☐☐

I confirm that I am / I am not a connected party or associate of the as defined by Sections 249 and 435 of the Insolvency Act 1986.

Name of creditor

---

Address of creditor

---

---

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name in BLOCK LETTERS

---

Position of signatory in relation  
to creditor, if not the creditor

---

---

# G. INVITATION TO FORM CREDITOR'S COMMITTEE

Rule 6.19 of the Insolvency (England and Wales) Rules 2016

Cooper Callas Limited In Liquidation  
Company No: 01089551

James Hawksworth and Matthew Haw appointed as Joint Liquidators to the above company on 26 May 2017  
Notice delivered to the creditors on: 21 July 2021

---

## Notice to creditors and contributories inviting establishment of committee

**Notice is hereby given that** creditors are invited to decide whether a Liquidation committee ('committee') should be established, provided that there are no fewer than three and no more than five creditors wishing to be represented on the committee. Nominations are invited for membership of any committee so established, such nominations to be received at Hartwell House, 55-61 Victoria Street, Bristol, BS1 6AD no later than 31 August 2021. Nominations will only be accepted from creditors who have submitted a proof of debt which is not fully secured and has neither been disallowed for voting purposes nor wholly rejected for dividend purposes.

Please note that, in order for a creditors' committee to be formed, there must be at least three creditors wishing to be represented on the committee. There can be no more than five committee members.

Guidance on acting as a committee member can be found at the R3 website, [www.R3.org.uk](http://www.R3.org.uk). A hard copy can be requested by telephone, email or in writing to this office.

You may also wish to note that R3 have also produced guidance on the different insolvency processes, which can again be located at their website.

Enclosed with this notice are a proof of debt form and a consent to act, both of which should be completed and returned to the above address by the date given above in order for your nomination to the committee to be considered further. If you have already submitted a proof of debt form you do not need to do so again.

### Name, address & contact details of Joint Liquidators

#### Primary Office Holder

James Hawksworth  
RSM Restructuring Advisory LLP  
Davidson House, Forbury Square, Reading,  
Berkshire, RG1 3EU  
Tel: 0118 953 0350  
Email: [restructuring.bristol@rsmuk.com](mailto:restructuring.bristol@rsmuk.com)  
IP Number: 22450

#### Joint Office Holder:

Matthew Haw  
RSM Restructuring Advisory LLP  
25 Farringdon Street, London, EC4A 4AB  
Tel: 0118 953 0350  
Email: [restructuring.bristol@rsmuk.com](mailto:restructuring.bristol@rsmuk.com)  
IP Number: 9627

Dated: 21 July 2021



**James Hawksworth**  
**RSM Restructuring Advisory LLP**  
**Joint Liquidator**

NOTE: Please complete the enclosed proof of debt form and consent to act form and return them, to Nick Talbot, RSM Restructuring Advisory LLP  
Hartwell House, 55-61 Victoria Street, Bristol, BS1 6AD