

# 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 2 9 5 9 9 2 2

Company name in full Excelsior Services Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Mark

Surname Phillips

### 3 Liquidator's address

Building name/number Unit 1 First Floor Brook Business Centre

Street

Post town Cowley Mill Road

County/Region Uxbridge

Postcode U B 8 2 F X

Country

### 4 Liquidator's name ①

Full forename(s) Julie

Surname Swan

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number Unit 1 First Floor Brook Business Centre

Street

Post town Cowley Mill Road

County/Region Uxbridge

Postcode U B 8 2 F X


Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

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<b>6</b>	<b>Period of progress report</b>											
From date	<sup>d</sup> 0	<sup>d</sup> 4	<sup>m</sup> 0	<sup>m</sup> 6	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 1				
To date	<sup>d</sup> 0	<sup>d</sup> 3	<sup>m</sup> 0	<sup>m</sup> 6	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2				
<b>7</b>	<b>Progress report</b>											
<input checked="" type="checkbox"/> The progress report is attached												
<b>8</b>	<b>Sign and date</b>											
Liquidator's signature	<div>Signature</div> <div>X</div>								X			
Signature date	<sup>d</sup> 2	<sup>d</sup> 6	<sup>m</sup> 0	<sup>m</sup> 7	<sup>y</sup> 2	<sup>y</sup> 0	<sup>y</sup> 2	<sup>y</sup> 2				

# LIQ03

## Notice of progress report in voluntary winding up



### 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 **Alison Groves**

Company name **SKSi**

Address **Unit 1, First Floor, Brook Business Centre**

**Cowley Mill Road**

Post town **Uxbridge**

County/Region

Postcode **U B 8 2 F X**

Country

DX

Telephone **0204 548 1000**



### 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)**

**Excelsior Services Limited**  
**(In Liquidation)**  
**Joint Liquidators' Summary of Receipts & Payments**

Statement of Affairs £		From 04/06/2021 To 03/06/2022 £	From 04/06/2015 To 03/06/2022 £
	SECURED ASSETS		
	Bank Interest	NIL	0.19
		NIL	0.19
	COSTS OF REALISATION		
	Office Holders Expenses	NIL	35.00
		NIL	35.00
	ASSET REALISATIONS		
	Bank Interest Gross	3.45	29.21
NIL	Book Debts / Retentions	5,309.24	11,597.93
13,898.16	Cash at Bank	NIL	13,870.51
1,000.00	Furniture & Equipment	NIL	1,500.00
900,000.00	Liquidators' claims	NIL	899,958.00
Uncertain	Shares & Investments	NIL	32,551.58
		5,312.69	959,507.23
	COST OF REALISATIONS		
	Agents/Valuers Fees (1)	NIL	450.00
	Agents/Valuers Fees (2)	NIL	3,000.00
	Bank Charges	NIL	30.00
	Company House Searches	NIL	23.20
	Legal Expenses	NIL	35.00
	Legal Fees (1)	NIL	40,973.29
	Meeting Room Hire	NIL	25.00
	Office Holders Fees	14,613.30	126,513.30
	Preparation of S. of A.	NIL	6,000.00
	Specific Bond	396.00	808.00
	Statutory Advertising	142.00	441.65
	Travel	NIL	5.85
		(15,151.30)	(178,305.29)
	UNSECURED CREDITORS		
(49,886.58)	HM Revenue and Customs Agreed CI	NIL	746,364.19
(62,211.23)	Trade & Expense Creditors	(18,062.99)	572.82
		18,062.99	(746,937.01)
	DISTRIBUTIONS		
(30,000.00)	Ordinary Shareholders	NIL	NIL
		NIL	NIL
<b>772,800.35</b>		<b>8,224.38</b>	<b>34,300.12</b>
	REPRESENTED BY		
	Bank 1 - Current		31,276.86
	VAT Receivable		3,023.26
			<b>34,300.12</b>



**EXCELSIOR SERVICES LIMITED –  
In Creditors' Voluntary Liquidation**

**Joint Liquidators' Annual Progress Report to Members and Creditors  
For the Period 4 June 2021 to 3 June 2022  
In Accordance with Rule 18.1 & 18.7(6) of the Insolvency Rules 2016**

**Issued on: 26 July 2022**

**Delivered on: 28 July 2022**

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## **1. INTRODUCTION**

- 1.1. We, Mark Phillips and Julie Swan of SKSi, Unit 1 First Floor Brook Business Centre, Cowley Mill Road, Uxbridge, UB8 2FX, were appointed Joint Liquidators of Excelsior Services Limited ("the Company") by the members and by deemed consent of the creditors on 4 June 2015.
- 1.2. Julie Swan is shortly to retire from the practice of SKSi Limited and accordingly she is to resign as Joint Liquidator pursuant to Section 7.61(d) of the Insolvency (England and Wales) Rules 2016 which provides that "a liquidator may resign" .... "where two or more persons are acting as liquidator jointly, and it is the opinion of both or all of them that it is no longer expedient that there should continue to be that number of joint liquidators".
- 1.3. Our duties and functions as Liquidators are the realisation of the Company's assets, the agreement of the claims of creditors where applicable, investigation of the directors' conduct and the Company's affairs generally, and the eventual distribution of realised funds between the creditors in accordance with their legal entitlements, where applicable.
- 1.4. The purpose of this report is to outline our work to date, our strategy and our expectations in relation to the potential recovery prospects.

## **2. LIQUIDATORS' ACTIONS SINCE LAST REPORT**

- 2.1. During the reporting period we have processed the final distributions to the creditors. That has now been completed and the case is to be closed.
- 2.2. In addition, there is certain work that we are required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since our last progress report is contained in Appendix D.

## **3. RECEIPTS AND PAYMENTS ACCOUNT**

- 3.1. Our Receipts and Payments account for the period from 4 June 2021 to 3 June 2022 is attached at Appendix B and incorporates a cumulative account for the period 4 June 2015 to 3 June 2022, being the duration of the Liquidation.
- 3.2. Funds are held in an interest-bearing account with Lloyds Bank which has been reconciled with our Receipts and Payments account.

## **4. ASSETS**

### **Debtors**

- 4.1. During the Reporting Period, we have received a first and final dividend from Ocon Construction Limited of £5,309.24.

### **Bank Interest**

- 4.2. During the reporting period, bank interest of £3.45 has been paid on the funds held in the Liquidation account.

## **5. LIABILITIES**

### **Secured Creditors**

- 5.1. 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.
- 5.2. Insolvency legislation requires that if the Company has created a floating charge after 15 September 2003, a prescribed part of the Company's net property (i.e. the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors.
- 5.3. The "prescribed part" that the Liquidator 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.

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

### **Preferential Creditors**

- 5.5. There are no preferential creditors.

### **Unsecured Creditors**

#### **I. Trade & Expense Creditors**

- 5.6. The Statement of Affairs included 38 non-preferential unsecured creditors with an estimated total liability of £62,211.23. We have received claims totalling £78,948.23 from 21 creditors.

#### **II. Crown Creditors**

- 5.7. The Statement of Affairs estimated that £49,886.58 is owed to HM Revenue & Customs ("HMRC"). We received a Final Proof of Debt for £3,591,975.92 from HMRC. A Settlement Agreement was entered into with HMRC who received £889,958.00 in full and final settlement of their claims.

## **6. DIVIDEND PROSPECTS**

### **Secured creditors**

- 6.1. There are no secured creditors as per section 5 above.

### **Preferential creditors**

- 6.2. There are no preferential creditors as per section 5 above.

### **Unsecured creditors**

- 6.3. A final dividend has been paid to the non-preferential, unsecured creditors representing 20.78 pence in the pound.



## **7. INVESTIGATION INTO THE AFFAIRS OF THE COMPANY**

- 7.1. We undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved.
- 7.2. Those investigations are complete, all claims are settled and our files are to be closed.

## **8. JOINT LIQUIDATORS' PRE-APPOINTMENT REMUNERATION**

- 8.1. The fee of £6,000 for preparing the statement of affairs and arranging the decision procedure for creditors to appoint liquidators was paid by the Company.

## **9. JOINT LIQUIDATORS' POST-APPOINTMENT REMUNERATION**

- 9.1. Our remuneration was approved on 4 June 2015 by the members and creditors on a time costs basis.
- 9.2. During the period from 4 June 2021 to 3 June 2022, time incurred by the Joint Liquidators and our staff totalled £ 12,856.00, representing 84.60 of hours work at an average charge out rate of £151.96 per hour across all grades of staff.
- 9.3. During the cumulative period of the liquidation from 4 June 2015 to 3 June 2021, time incurred by the Joint Liquidators and our staff totalled £127,331.30, representing 600.60 of hours work at an average charge out rate of £212.01 per hour across all grades of staff.
- 9.4. To date, £126,513.00 has been drawn on account of these costs of which £14,613.00 was drawn during the reporting period.
- 9.5. Detailed schedule of the time spent by the grades of staff allocated to the Liquidation and investigation of this matter, together with the appropriate charge out rate and resulting cost, is detailed at Appendix C, in accordance with Statement of Insolvency Practice No 9. ("Sip 9")
- 9.6. A description of the general routine work undertaken in the Liquidation is attached at Appendix D.
- 9.7. SKSi Practice Fee Recovery Policy can be found at <https://www.sksi.co.uk/practice-fee-recovery-policy>.

## **10. JOINT LIQUIDATORS' EXPENSES**

- 10.1. As summarised in the table below, we have incurred total expenses of £625.00 since our appointment as Joint Liquidators, none of which was incurred in the period reported upon.

Type of Expense	Amount incurred (£)	Amount Paid (£)	Amount Outstanding (£)
Statutory Advertisement	213.00	141.00	72.00
Statutory Bond	412.00	396.00	16.00
<b>TOTAL</b>	<b>625.00</b>	<b>537.00</b>	<b>88.00</b>

10.2. We have drawn £537.00 to 3 June 2022, none of which was drawn in the period reported upon.

10.3. We have not utilised any agents or professional advisors in the reporting period:

## 11. CONCLUSION

11.1. The Liquidation will now be closed and the Company dissolved. We estimate that this will take approximately 2-3 months and once resolved the Liquidation will be finalised and our files will be closed.

11.2. Creditors should refer to the Appendix E for further information with regards to the report and general information.

11.3. If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available online, they should contact Alison Groves by email at [alison.groves@sksi.co.uk](mailto:alison.groves@sksi.co.uk), or by phone on 0204 548 1000.



**Mark Phillips**  
Joint Liquidator

## APPENDIX A

### STATUTORY INFORMATION

Company Name: Excelsior Services Limited

Registered Number: 02959922

Date of Incorporation: 18 August 1994

Principal Trading Activity: Specialised construction activities

Registered Office: Unit 1, First Floor, Brook Business Centre, Cowley Mill Road, Uxbridge, UB8 2FX

Former Registered Office: The Old Hall, Benedict Road, Sunderland, SR6 0NX

Trading Address: The Old Hall, Benedict Road, Sunderland, SR6 0NX

Directorships (previous 3 years):

Robert Wilson	10 February 1995	In office
John Richardson	30 April 2007	In office

Share Capital:

30,000 ordinary shares of £1 each composed of 14,997 'A' Ordinary Shares, 15,000 'B' Ordinary Shares, 1 'C' Ordinary Shares, 1 'D' Ordinary Shares and 1 'E' Ordinary Shares.

Excelsior Services Holdings Limited	30,000	100%

Charges:

None		

Joint Liquidators: Mark Phillips and Julie Swan

Joint Liquidators' Address: SKSi Unit 1, First Floor, Brook Business Centre, Cowley Mill Road, Uxbridge, UB8 2FX

Date of Appointment: 4 June 2015

Actions of Joint Liquidators' Any act required or authorised under any enactment to be done by a Liquidator may be done by either or both Liquidators acting jointly or alone.

**APPENDIX B**

**RECEIPTS AND PAYMENTS ACCOUNTS**

**FOR THE PERIOD FROM 4 JUNE 2021 TO 3 JUNE 2022 AND FOR THE  
CUMULATIVE PERIOD FROM 4 JUNE 2015 TO 3 JUNE 2022**

Excelsior Services Limited  
(In Liquidation)  
JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 04/06/2021 To 03/06/2022 £	From 04/06/2015 To 03/06/2022 £
<b>RECEIPTS</b>			
Bank Interest		0.00	0.19
Office Holders Fees		0.00	7,500.00
Office Holders Expenses		0.00	35.00
Furniture & Equipment	1,000.00	0.00	1,500.00
Book Debts / Retentions	NIL	5,309.24	11,597.93
Shares & Investments	Uncertain	0.00	32,551.58
Cash at Bank	13,898.16	0.00	13,870.51
Film Scheme		0.00	5,458.26
Liquidators' claims	900,000.00	0.00	899,958.00
Bank Interest Gross		3.45	29.21
Specific Bond		0.00	396.00
Statutory Advertising		0.00	141.00
Company House Searches		0.00	7.00
Trade & Expense Creditors	(62,211.23)	18,062.99	18,062.99
		<u>23,375.68</u>	<u>991,107.67</u>
<b>PAYMENTS</b>			
Office Holders Fees		0.00	7,500.00
Film Scheme		0.00	5,458.26
Specific Bond		396.00	1,204.00
Preparation of S. of A.		0.00	6,000.00
Office Holders Fees		14,613.30	126,513.30
Agents/Valuers Fees (1)		0.00	450.00
Agents/Valuers Fees (2)		0.00	3,000.00
Legal Fees (1)		0.00	40,973.29
Legal Expenses		0.00	35.00
Meeting Room Hire		0.00	25.00
Statutory Advertising		142.00	582.65
Travel		0.00	5.85
Bank Charges		0.00	30.00
Company House Searches		0.00	30.20
Trade & Expense Creditors	(62,211.23)	0.00	18,635.81
HM Revenue and Customs Agreed Claim	(49,886.58)	0.00	746,364.19
Ordinary Shareholders	(30,000.00)	0.00	0.00
		<u>15,151.30</u>	<u>956,807.55</u>
Net Receipts/(Payments)		<u>8,224.38</u>	<u>34,300.12</u>

MADE UP AS FOLLOWS

Excelsior Services Limited  
(In Liquidation)  
JOINT LIQUIDATORS' RECEIPTS AND PAYMENTS ACCOUNT

	Statement of affairs £	From 04/06/2021 To 03/06/2022 £	From 04/06/2015 To 03/06/2022 £
Bank 1 - Current		27,466.98	31,276.86
VAT Receivable / (Payable)		(19,242.60)	3,023.26
		<u>8,224.38</u>	<u>34,300.12</u>

## **APPENDIX C**

### **SCHEDULE OF JOINT LIQUIDATORS' TIME COSTS FOR THE PERIOD FROM 4 JUNE 2021 TO 3 JUNE 2022 AND FOR THE CUMULATIVE PERIOD FROM 4 JUNE 2015 TO 3 JUNE 2022**

# Time Entry - Detailed SIP9 Time & Cost Summary

NOEXC01 - Excelsior Services Limited  
From: 04/06/2021 To: 03/06/2022  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Senior Administrator	Total Hours	Time Cost (£)	Average Hourly Rate (£)
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fees Claimed							43,400.00	



Time Entry - Detailed SIP9 Time & Cost Summary

NOEXC01 - Excelsior Services Limited  
From: 04/06/2021 To: 03/06/2022  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Junior Administrator	Senior Administrator	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP1 (NEW) : Case Planning & Strategy	0.00	0.00	0.00	6.80	0.00	1.50	8.30	1,172.50	141.27
AP5 (NEW) : Cashiering	0.00	0.00	0.00	23.20	0.00	0.10	23.30	2,577.50	110.62
AP6 (NEW) : Tax Returns	0.00	0.00	0.00	2.30	0.00	0.00	2.30	275.00	120.00
AP2 (NEW) : Maintenance of Records	0.00	0.00	0.00	0.90	0.00	0.00	0.90	105.00	120.00
AP3 (NEW) : Case Monitoring	0.00	0.00	0.00	3.60	0.00	5.20	8.80	1,862.00	211.59
AP4 (NEW) : Statutory Duties	2.20	0.00	0.00	19.60	0.00	3.80	25.60	4,485.00	175.20
Administration & Planning	2.20	0.00	0.00	56.40	0.00	10.60	69.20	10,481.00	151.46
CR6 (NEW) : Distribution to Shareholders	0.00	0.00	0.00	0.20	0.00	0.00	0.20	24.00	120.00
CR3 (NEW) : Correspondence with Creditors	0.00	0.00	0.00	3.30	0.00	1.90	5.20	918.50	176.63
CR1 (NEW) : Secured Creditors	0.00	0.00	0.00	0.20	0.00	0.00	0.20	24.00	120.00
CR5 (NEW) : Adjudication of Claims/Distributions	0.00	0.00	0.00	8.30	0.00	1.20	9.50	1,326.00	139.58
Creditors	0.00	0.00	0.00	12.00	0.00	3.10	15.10	2,292.50	151.82
RA7 (NEW) : Litigation	0.00	0.00	0.00	0.00	0.00	0.30	0.30	82.50	275.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.30	0.30	82.50	275.00
Total Hours	2.20	0.00	0.00	68.40	0.00	14.00	84.60	12,856.00	151.96
Total Fees Claimed								43,400.00	

Time Entry - Detailed SIP9 Time & Cost Summary

NOEXC01 - Excelsior Services Limited  
To: 03/06/2022  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Senior Administrator	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP1 (NEW) : Case Planning & Strategy	14.40	0.00	25.10	0.00	0.00	39.50	10,469.50	265.05
AP2 (NEW) : Maintenance of Records	0.00	0.00	18.70	0.40	0.00	19.10	2,521.50	132.02
AP3 (NEW) : Case Monitoring	3.00	0.00	8.42	0.00	0.00	11.42	2,737.80	239.74
AP4 (NEW) : Statutory Duties	0.40	1.00	24.30	0.00	0.00	25.70	6,245.00	243.00
AP5 (NEW) : Cashiering	0.00	0.40	8.20	2.40	0.00	11.00	2,461.50	223.77
AP6 (NEW) : Tax Returns	0.00	0.00	11.30	0.30	0.00	11.60	1,863.50	160.65
F : Administration & Planning	0.00	0.00	0.00	1.30	0.00	1.30	104.00	80.00
Z103 : Appointment notification	0.00	0.00	9.00	0.00	0.00	9.00	1,440.00	160.00
Z104 : Maintenance of records	0.00	0.30	3.40	0.30	0.00	4.00	721.00	180.25
Z107 : Case Monitoring	1.80	1.30	4.30	0.00	0.00	7.40	1,553.50	209.93
Administration & planning	19.60	3.00	112.72	4.70	0.00	140.02	30,117.30	215.05
T : Chargeable Travel Time	0.00	0.00	10.00	0.00	0.00	10.00	1,900.00	190.00
Case specific matters	0.00	0.00	10.00	0.00	0.00	10.00	1,900.00	190.00
G : Cashier Work / Tax Matters	0.00	0.30	9.30	1.70	0.00	11.30	1,828.00	161.77
Cashier/Tax Returns	0.00	0.30	9.30	1.70	0.00	11.30	1,828.00	161.77
C : creditors	0.00	0.00	3.90	0.00	0.00	3.90	678.00	173.85
CR3 (NEW) : Unsecured Creditors	1.20	0.00	7.70	0.00	0.00	8.90	2,330.50	261.85
CR5 (NEW) : Adjudication of claims/ Distribution to Creditors	0.90	0.00	0.40	0.00	0.00	1.30	451.50	347.31
Creditors	2.10	0.00	12.00	0.00	0.00	14.10	3,460.00	245.35
I : Investigations	25.00	0.70	148.50	0.00	0.00	174.20	35,942.50	206.33
I1 (NEW) : SIP 2 Review	3.90	0.50	29.00	0.00	0.00	33.40	5,426.00	162.46
I2 (NEW) : CDDA Report	0.00	0.00	1.70	0.00	0.00	1.70	386.50	227.35
Z201 : SIP 2 review	0.00	0.00	1.60	0.00	0.00	1.60	256.00	160.00
Z202 : CDDA reports	0.00	0.00	1.40	0.00	0.00	1.40	224.00	160.00
Investigations	28.90	1.20	182.20	0.00	0.00	212.30	42,235.00	198.94
H : Pension Schemes	0.00	0.00	1.40	0.00	0.00	1.40	224.00	160.00
Pension Schemes	0.00	0.00	1.40	0.00	0.00	1.40	224.00	160.00
B2 : Asses Realisations - Floating Charge	0.00	0.90	0.00	0.00	0.00	0.90	234.00	260.00
B3 : Asset Realisations - Free Assets	4.80	0.60	13.90	0.00	0.00	19.30	4,674.00	242.18
Z300 : Realisation of assets	0.00	0.00	2.30	0.00	0.00	2.30	374.00	162.61
Z301 : Ident, securing, insuring	0.00	0.00	3.30	0.00	0.00	3.30	528.00	160.00
Z303 : Debt Collection	0.00	0.00	1.20	0.00	0.00	1.20	192.00	160.00
RA2 (NEW) : Floating Charge Realisation	0.40	0.00	0.00	0.00	0.00	0.40	118.00	295.00
RA4 (NEW) : General/ Free Assets Realisation	4.00	1.10	1.30	0.00	0.00	6.40	1,859.50	290.55
RA7 (NEW) : Antecedent Recoveries	11.90	0.00	69.50	0.00	0.00	81.40	24,866.50	305.48

# Time Entry - Detailed SIP9 Time & Cost Summary

NOEXC01 - Excelsior Services Limited  
To: 03/06/2022  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Senior Administrator	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Realisations of assets	21.10	2.60	91.50	0.00	0.00	115.20	32,846.00	285.12
J : Statutory Duties - Inc D Reports / Final Reports	0.00	0.00	7.80	0.00	0.00	7.80	1,431.00	183.46
Statutory Duties	0.00	0.00	7.80	0.00	0.00	7.80	1,431.00	183.46
Total Hours	71.70	7.10	426.92	6.40	0.00	512.12	114,041.30	222.68
Total Fees Claimed							43,400.00	

Time Entry - Detailed SIP9 Time & Cost Summary

NOEXC01 - Excelsior Services Limited  
To: 03/06/2022  
Project Code: POST

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Junior Administrator	Senior Administrator	Total Hours	Time Cost (£)	Average Hourly Rate (£)
AP1 (NEW) : Case Planning & Strategy	0.00	0.00	0.00	9.30	0.00	1.50	10.80	1,466.50	135.79
AP5 (NEW) : Cashiering	0.00	0.00	0.00	24.00	0.00	0.10	24.10	2,657.50	110.27
AP6 (NEW) : Tax Returns	0.00	0.00	0.00	2.30	0.00	0.00	2.30	276.00	120.00
AP2 (NEW) : Maintenance of Records	0.00	0.00	0.00	0.90	0.00	0.00	0.90	106.00	120.00
AP3 (NEW) : Case Monitoring	0.00	0.00	0.00	3.60	0.00	5.20	8.80	1,862.00	211.59
AP4 (NEW) : Statutory Duties	2.20	0.00	0.00	20.10	0.00	3.80	26.10	4,545.00	174.14
Administration & Planning	2.20	0.00	0.00	60.20	0.00	10.60	73.00	10,915.00	149.52
CR6 (NEW) : Distribution to Shareholders	0.00	0.00	0.00	0.20	0.00	0.00	0.20	24.00	120.00
CR3 (NEW) : Correspondence with Creditors	0.00	0.00	0.00	3.30	0.00	1.90	5.20	918.50	176.63
CR1 (NEW) : Secured Creditors	0.00	0.00	0.00	0.20	0.00	0.00	0.20	24.00	120.00
CR5 (NEW) : Adjudication of Claims/Distributions	0.00	0.00	0.00	8.30	0.00	1.20	9.50	1,326.00	139.58
Creditors	0.00	0.00	0.00	12.00	0.00	3.10	15.10	2,292.50	151.82
RA7 (NEW) : Litigation	0.00	0.00	0.00	0.00	0.00	0.30	0.30	82.50	275.00
Realisation of Assets	0.00	0.00	0.00	0.00	0.00	0.30	0.30	82.50	275.00
Total Hours	2.20	0.00	0.00	72.20	0.00	14.00	88.40	13,290.00	150.34
Total Fees Claimed								43,400.00	

## **APPENDIX D**

### **A DESCRIPTION OF ROUTINE WORK UNDERTAKEN SINCE LAST REPORT**

#### **1. ADMINISTRATION AND PLANNING**

Dealing with all routine correspondence and emails relating to the case.  
Maintaining and managing the office holder's estate bank account.  
Maintaining and managing the office holder's cashbook.  
Undertaking regular 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.

#### **2. REALISATION OF ASSETS**

Corresponding with the Liquidators of Ocon Construction and receiving a final dividend.

#### **3. 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.  
Calculating and paying a dividend to creditors and issuing the notice of declaration of dividend.

## **APPENDIX E**

### **FURTHER INFORMATION**

#### **Creditors Rights**

1. 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 <https://www.r3.org.uk/technical-library/scotland/technical-guidance/creditor-guides/more/29154/page/1/creditors-voluntary-liquidation-a-guide-for-unsecured-creditors/>
2. Details about how an office holder's fees may be approved for each case type are available in a series of Guidance Notes issued with Statement of Insolvency Practice 9, and they can be accessed at <https://www.sksi.co.uk/links-eng-creditors>
3. There are different versions of these Guidance Notes, and in this case please refer to the Creditors Guide to Liquidators Fees Effective from 1 April 2021.
4. In addition, SKSi Practice Fee Recovery Policy can be found at: <https://www.sksi.co.uk/practice-fee-recovery-policy>.
5. 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 Liquidators' remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.
6. An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Liquidators' fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

#### **Complaints Procedure**

1. At SKSi we always strive to provide a professional and efficient service, however we recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. If you should have cause to complain about the way that we are acting, you should, in the first instance, put details of your complaint in writing to our complaints officer Frederick Satow of SKSi, Unit 1, First Floor, Brook Business Centre, Cowley Mill Road, Uxbridge, UB8 2FX. This will formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of a senior partner unconnected with the appointment.
2. Most disputes can be resolved amicably either through the provision of further information or following negotiations. However, in the event that you have exhausted our complaints procedure and you are not satisfied that your complaint has been resolved or dealt with appropriately, you may complain to the regulatory body that licences the insolvency practitioner concerned. Any such complaints should be addressed to The Insolvency Service,

3. IP Complaints, 3rd Floor, 1 City Walk, Leeds, LS11 9DA; or you may email [ip.complaints@insolvency.gov.uk](mailto:ip.complaints@insolvency.gov.uk); or you may phone 0300 678 0015 - calls are charged at between 1p and 10.5p per minute from a land line, for mobiles, between 12p and 41p per minute if you're calling from the UK.

### **Data Protection**

4. Following the UK's exit from the EU, the UK is now subject to UK GDPR which sits alongside the Data Protection Act 2018 ("GDPR"), and I would like to draw your attention to the following:
5. In providing our services, we act as an independent data controller in relation to client personal data, i.e. we are an organisation who decides the purpose for which any personal data is to be processed and the way in which it is to be processed. The term 'personal data' means any information relating to a living individual, natural person (data subject).
6. SKSi is committed to compliance with GDPR, together with any applicable national laws, regulations and secondary legislation in the UK relating to the processing of personal data.
7. We rely upon our legitimate interest in processing your data in ways which you would reasonably expect, where processing is necessary in our insolvency appointments and where our interests do not affect your interests, rights or freedoms. We are committed to safeguarding the privacy and security of any personal data which we process for this reason.
8. For further information on how we deal with personal data please see our privacy policy which can be found here: [\*\*https://sksi.co.uk/privacy-policy\*\*](https://sksi.co.uk/privacy-policy)
9. Should creditors have any queries regarding the use of their personal data please contact us on 0204 548 1000 or via email at [alison.groves@sksi.co.uk](mailto:alison.groves@sksi.co.uk)

### **General Information**

10. To comply with the Provision of Services Regulations, some general information about SKSi, including about our complaints policy and Professional Indemnity Insurance and the Insolvency Code of Ethics, can be found at <https://www.skis.co.uk/terms-and-conditions>